

COLLECTIONS USER MANUAL

Department of Education

Student Financial Assistance Loan Programs

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APPENDIX A: SYSTEM MESSAGES

APPENDIX B: DOCUMENT/TRANSACTION TYPES AND REASONS

APPENDIX C: LOCATION CODES

APPENDIX D: LETTER CODES

APPENDIX E: CREDIT BUREAU STATUS CODES

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APPENDIX G: AUDIT HISTORY SOURCE CODES

APPENDIX H: PAYMENT TABLE

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

SECTION 1. INTRODUCTION

1.1. INTRODUCING COLLECTIONS

The screens within the Collections Subsystem are used to support account collections activity by allowing users to:

- Make name, address and phone number changes.
- Record comaker/reference name, address, and phone number information.
- Start/stop an account on billing.
- Store financial, letter, and audit account history.
- Send letters to debtors, comakers or other references.
- Note addresses as undeliverable.
- Record collections activities on accounts to work an account at a later date.
- Search the data base by last names for account numbers.
- View or request to restore archived accounts.
- View or update current financial account and debt information.
- Prepare reports of accounts and/or debt data based on user-input selection criteria.
- Research and track debt rehabilitation and consolidation activity.
- Research, track, or update Closed School Discharge Information.

1.2. REFERENCES

- o Contract #PM920010-01
- o GPCC #940300
- o GPCC #940297
- o Conversion Development Task #3
- o GPCC #930463
- o Task Order #10 Module 1, Task Order #11, Task Order #12 Notepad, Task Order #25 Module 1
- o Conversion Development Task #1, Task Order #4 Module A.3
- o Task Order #4, Module A.4A
- o Task Order #4 Module B.4E, Task Order #13 Module 2, and Task Order #24

- o Task Order #12 Module 5
- o Task Order #21 Work Order #50, Task Order #29, Task Order #40 Module 2, GPCC #950650, #960008, #970333, and #980130, Task Order #26, and Task Order #21 Work Order #108
- o Task Order #39
- o Task Order #15 and Task Order #53
- o Task Order #41
- o Task Order #21 Work Order #176, GPCC #980520, and GPCC #970279
- o Task Order #15 Module 1
- o Task Order #21 Work Order #180
- o Task Order #21 Work Order #189
- o GPCC #010210
- o GPCC #030100
- o Task Order #69

1.3. USING THIS MANUAL

1.3.1. Structure

This document is organized as follows:

- | | |
|------------|--|
| Section 1 | This section introduces Collections and explains how to use the subsystem, menu, keyboard, and change screens. |
| Section 2 | This section provides specific instructions for using the input and output screens. |
| Appendix A | Contains system messages and their resolutions/explanations. |
| Appendix B | Contains transaction types and reasons, and document types. |
-

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Appendix C	Contains locations codes and their descriptions.
Appendix D	Contains letter codes and their descriptions.
Appendix E	Contains credit bureau status codes and their meanings.
Appendix F	Lists catcodes.
Appendix G	Contains audit history source codes.
Appendix H	Contains the payment table that is used to determine monthly billing amounts when gratuitous payments are received for an account not on billing.
Appendix I	This section includes a current copy of the Integrated Data Dictionary (IDD) Record Report. The IDD contains field names, descriptions, values, and data base sources.

1.3.2. Keyboard Notes

In addition to the standard keys, the following **[PF]** keys have functions specific to this subsystem.

[PF4]	No current function.
[PF5]	Clears debtor information and leaves screen fields displayed.
[PF6]	L120 Screen: Use this key to submit On-Line Query Reports.
[PF7]	SCROLL BACK: Use this key to return to the previous screen. Scrolling functions can be performed only in multiple page screens.
[PF8]	SCROLL FORWARD: Use this key to move to the next screen. Scrolling functions can be performed only in multiple page screens.
[PF9]	Use this key to transfer to the L116 - Closed School/Non-Default Information Screen from the L103 - Billing Information Screen.
[PF10-11]	No current function.
[PF12]	Debt Management and Collections Systems (DMCS) MAIN MENU: Use this key to return to the main system menu. Note: The menu displayed depends on user authorization.

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[PF13-24] **SUBSYSTEM SCREEN TRANSFER KEYS:** Use these keys to transfer from screen to screen within a subsystem. For example, from the Account Level Information Screen to the Collector Note Pad Screen. Note: The function keys and the screens they access are displayed at the bottom of the subsystem menu screen.

[PF13] = Account Level Information

[PF14] = Collector Note Pad

[PF15] = Billing Information

[PF16] = Financial Information

[PF17] = Collector Letter Reference

[PF18] = Letter History

[PF19] = Federal Defaulter

[PF20] = Audit Trail Information

[PF21] = Debt Level Information

[PF22] = Alpha Name Search Entry

[PF23] = Archive History Information

[PF24] = On-Line Query

Note: The L130 Screen cannot be accessed via PF keys.

The following function keys are specific to screens L117, L118, and L119.

[PF3] **DMCS MAIN MENU.** Use this key to return to the main system menu.
Note: The menu displayed depends upon user authorization.

[PF4] On screen L117, use this key to scroll through multiple accounts.
On screen L118, use this key to review letter.
On screen L119, no current function.

[PF5] On screens L117 and L118, refreshes the screen.
On screen L119, no current function.

[PF6] On screen L117, this key confirms delete or add of closed school accounts, debt and package records as well as sets status to under review and/or on hold.
On screen L119, no current function.

Note: For Department of Education (ED) users, **[PF6]** generates approved refund transactions on screen L118.

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[PF7]	On screen L117, use this key to scroll backward. On screen L118, use this key to scroll backward. On screen L119, use this key to scroll forward.
[PF8]	On screen L117, use this key to scroll forward. On screen L118, use this key to scroll forward. On screen L119, use this key to scroll backward.
[PF9]	No current function.
[PF10]	No current function.
[PF11]	No current function.
[PF12]	DMCS MAIN MENU: Use this key to return to the main system menu. Note: The menu displayed depends upon user authorization.
[PF13]	On screens L117 and L118, use this key to transfer to screen L101. On screen L119, no current function.
[PF14]	On screens L117 and L118, use this key to transfer to screen L102. On screen L119, no current function.
[PF15]	On screens L117 and L118, use this key to transfer to screen L106. On screen L119, no current function.
[PF16]	On screens L117 and L118, use this key to transfer to screen L109. On screen L119, no current function.
[PF17]	On screen L117, use this key to transfer to screen R103. On screen L118, use this key to transfer to screen L117. On screen L119, no current function.
[PF18]	On screen L117, use this key to transfer to screen R109. On screen L118, use this key to transfer to screen R103. On screen L119, no current function.
[PF19]	On screen L117, use this key to transfer to screen F180. On screen L118, use this key to transfer to screen R109. On screen L119, no current function.

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[PF20]	On screen L117, no current function. On screen L118, use this key to transfer to screen F180. On screen L119, no current function.
[PF21]	No current function.
[PF22]	No current function.
[PF23]	No current function.
[PF24]	No current function.

1.4. ON-LINE STRUCTURE

1.4.1. L100 - Collections Main Menu

Access the Collections Subsystem through the Collection Menu. Select the appropriate screen by using the [PF] keys, by entering the four-character Transaction Identification (TRANID), or by keying any character in front of the screen name.

(L100)	COLLECTIONS MENU	MM/DD/YY HH:MM
—	ACCOUNT LEVEL INFORMATION	PF13
—	COLLECTOR NOTE PAD	PF14
—	BILLING INFORMATION SCREEN	PF15
—	FINANCIAL INFORMATION SCREEN	PF16
—	COLLECTOR LETTER REFERENCE SCREEN	PF17
—	LETTER HISTORY SCREEN	PF18
—	FEDERAL DEFAULTER SCREEN	PF19
—	AUDIT TRAIL INFORMATION SCREEN	PF20
—	DEBT LEVEL INFORMATION SCREEN	PF21
—	ALPHA NAME SEARCH ENTRY SCREEN	PF22
—	ARCHIVE HISTORY SCREEN	PF23
—	ON-LINE QUERY	PF24
—	REHABILITATION AND CONSOLIDATION	
—	AUTHORIZATION FORM TRACKING SCREEN	
—	ICRP REPAYMENT SELECTION CHANGE	
—	AWG MENU	

COLLECTIONS

To make a menu selection, choose one of the three following options:

1. Press the **[PF]** key listed on the line associated with the desired screen. For example, press **[PF13]** to access the Account Level Information Screen.
2. Enter a TRANID for the desired screen. For example, enter **“L102”** to access the Collector Note Pad Screen. This TRANID is entered between the parentheses in the upper left corner of the screen.

(L100)	COLLECTIONS MENU	MM/DD/YY HH:MM
-	ACCOUNT LEVEL INFORMATION	PF13
-	COLLECTOR NOTE PAD	PF14
-	BILLING INFORMATION SCREEN	PF15
-	FINANCIAL INFORMATION SCREEN	PF16
-	COLLECTOR LETTER REFERENCE SCREEN	PF17
-	LETTER HISTORY SCREEN	PF18
-	FEDERAL DEFAULTER SCREEN	PF19
-	AUDIT TRAIL INFORMATION SCREEN	PF20
-	DEBT LEVEL INFORMATION SCREEN	PF21
-	ALPHA NAME SEARCH ENTRY SCREEN	PF22
-	ARCHIVE HISTORY SCREEN	PF23
-	ON-LINE QUERY	PF24
-	REHABILITATION AND CONSOLIDATION	
-	AUTHORIZATION FORM TRACKING SCREEN	
-	ICRP REPAYMENT SELECTION CHANGE	
-	AWG MENU	

Press **[ENTER]**.

The TRANIDs for the Collections screens are:

- | | | |
|------|---|-----------------------------------|
| L101 | - | Account Level Information |
| L102 | - | Collector Note Pad |
| L103 | - | Billing Information Screen |
| L104 | - | Financial Information Screen |
| L105 | - | Collector Letter Reference Screen |
| L106 | - | Letter History Screen |
| L107 | - | Federal Defaulter Screen |
| L108 | - | Audit Trail Information Screen |
| L109 | - | Debt Level Information Screen |
| L110 | - | Alpha Name Search Entry Screen |
| L112 | - | Archive History Information |

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- L116 - Closed School/Non-Default Information
- L117 - Closed School Tracking Screen
- L118 - Closed School Review Screen
- L119 - Closed School Letter Review Screen
- L120 - On-Line Query
- L130 - Rehabilitation and Consolidation
- L150 - Authorization Form Tracking Screen
- L151 - ICRP Repayment Change Screen

3. Enter any character next to the screen desired. For example, enter an “X” next to “Account Level Information” to access that screen.

(L100)	COLLECTIONS MENU	MM/DD/YY HH:MM
X	ACCOUNT LEVEL INFORMATION	PF13
—	COLLECTOR NOTE PAD	PF14
—	BILLING INFORMATION SCREEN	PF15
—	FINANCIAL INFORMATION SCREEN	PF16
—	COLLECTOR LETTER REFERENCE SCREEN	PF17
—	LETTER HISTORY SCREEN	PF18
—	FEDERAL DEFAULTER SCREEN	PF19
—	AUDIT TRAIL INFORMATION SCREEN	PF20
—	DEBT LEVEL INFORMATION SCREEN	PF21
—	ALPHA NAME SEARCH ENTRY SCREEN	PF22
—	ARCHIVE HISTORY SCREEN	PF23
—	ON-LINE QUERY	PF24
—	REHABILITATION AND CONSOLIDATION	
—	AUTHORIZATION FORM TRACKING SCREEN	
—	ICRP REPAYMENT SELECTION CHANGE	
—	AWG MENU	

Press [ENTER].

1.4.2. Accessing Other Screens

After the user has completed a desired function, he/she may continue with the current screen, transfer to another screen, or exit the system.

- o To continue using the currently accessed screen, enter another account number. Press [ENTER].

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- o To transfer to another screen within the Collections Subsystem, choose one of the three following options:
 - 1. Enter a TRANID for another Collections Screen. Press **[ENTER]**.
 - 2. Press the **[PF]** key associated with the desired Collections Screen.
 - 3. Press **[PF3]** to return to the Collections Menu and select the desired screen.
- o To transfer to another screen within a different subsystem, choose one of the following options:
 - 1. Enter in the TRANID of the desired screen and press the **[ENTER]** key.
 - 2. Press **[PF12]** or enter the TRANID “**L100**” to return to the initial menu. To select the subsystem menu that contains the desired screen, enter any character next to the desired menu and press the **[ENTER]** key.

After the subsystem menu appears, access the desired screen by choosing one of the following options:

 - Press the **[PF]** key associated with the screen.
 - Enter the TRANID of the desired screen and press **[ENTER]**.
 - Enter any letter next to the desired screen title and press **[ENTER]**.

1.4.3. Logging Off

To exit the system, press **[CLEAR]**. When “LOGOFF” appears at the top of the screen, press the **[ENTER]** key.

Note: The user may enter the TRANID “L100” over “LOGOFF” and press the **[ENTER]** key to return to the main menu.

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SECTION 2. COLLECTIONS OPTIONS**2.1. OPTION 1: L101 - ACCOUNT LEVEL INFORMATION [PF13]**

The Account Level Information Screen is used to determine what the account balance is and its debt type make-up.

(L101)		ACCOUNT LEVEL INFORMATION		UID	MM/DD/YY
REGION:	ACCT OWNER:	COLL NUM:		HH:MM	
ACCT NO: S _____	ED SSN VERIFICATION CODE:				
ACCT NAME:					
ADDRESS:					
CITY:	STATE:	ZIP:			
BIRTHDATE:	DAY PHONE:	NIGHT PHONE:			
PREV LAST:	PREV FIRST:				
ED BALANCE:	PRINCIPAL:	INTEREST:			
PENALTY AMT:	ADMIN:	FEES:			
	PROJ/ACT CA:	CA BALANCE:			
MONTHLY PMT:	PAST DUE AMT:	TOTAL DUE:			
LAST PMT DATE:	LAST PMT AMT:	DUE DATE:			
DATE BOUN/RV :	LAST PMT BOUN/RV:	TOP STAT:			
	DDP:	ICRP:			
NUMBER AND TYPE OF DEBTS:					
POSITION CURSOR TO SELECT INDIVIDUAL TYPE(S) OF DEBT(S) AND PRESS ENTER					
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109					

1. Enter the debtor's account number (Social Security Number [SSN]) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**.
3. The account information is displayed on the screen.

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(L101)	ACCOUNT LEVEL INFORMATION		UID	MM/DD/YY
	REGION: 04	ACCT OWNER: XX999	COLL NUM: 99999	HH:MM
ACCT NO: S999999999		ED SSN VERIFICATION CODE: N		
ACCT NAME: SMITH		, JANE A		
ADDRESS: J18 SHIRLEY LN				
CITY: LAWERNCEVILLE		STATE: NJ	ZIP: 99999-9999	
BIRTHDATE: MM/DD/YY	DAY PHONE:	NIGHT PHONE: (999)999-9999		
PREV LAST: LOVE	PREV FIRST:			
ED BALANCE: \$99,999.99	PRINCIPAL: \$99,999.99	INTEREST: \$99,999.99		
PENALTY AMT: \$9.99	ADMIN: \$9.99	FEES: \$9.99		
	PROJ/ACT CA: \$9,999.99	CA BALANCE: \$99,999.99		
MONTHLY PMT: \$.99	PAST DUE AMT: \$9.99	TOTAL DUE: \$9.99		
LAST PMT DATE: MM/DD/YY	LAST PMT AMT: \$999.99	DUE DATE:		
DATE BOUN/RV : MM/DD/YY	LAST PMT BOUN/RV: 999.99	TOP STAT: 99 9		
	DDP:	ICRP: D DELINQUENT		
NUMBER AND TYPE OF DEBTS:	NDSL	FISL	GSL	
	- 9	- 9	- 9	
POSITION CURSOR TO SELECT INDIVIDUAL TYPE(S) OF DEBT(S) AND PRESS ENTER				
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

4. To view information on specific debt types, enter an “X” in the space before the appropriate loan type in the NUMBER AND TYPE OF DEBTS field.

Note: NUMBER AND TYPE OF DEBTS field shows only those loan program types for which debt records exist. For example, “FISL 2” indicates two Federally Insured Student Loan (FISL) debts on that account.

5. Press [ENTER]. Screen L109, the Debt Level Information Screen displays the information on the requested debts.

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(L109)	DEBT LEVEL INFORMATION SCREEN			UID	MM/DD/YY
ACCT NO: S	REGION:	ACCT OWNER:	COLL NUM:	HH:MM	
DEBT NO:			DEBT LOC CODE:		
			TYPE DEBT:	INT TYPE:	
ACCT NAME:	'				
PREV NAME:	GUARANTEE AGENCY:				
DEBT AWG FLAG:	ORIGINATING LENDER:				
DEBT CLOSE REASON:					
DATE DEBT ESTABLISHED:	ORIGINATING SCHOOL:				
CURRENT PRINCIPAL:					
CURRENT INTEREST :	CLAIMING LENDER AND ADDRESS:				
CURRENT PENALTY :					
CURRENT ADMIN :					
CURRENT FEES :					
ED BALANCE :					
PROJ/ACT CA :	COMAKERS:				
CA BALANCE :					
REHAB/CON FEE :					
REHAB/CON BAL :					
RATE :					
CREDIT BUREAU STATUS:	FIRST REPORTED:		LAST REPORTED:		
FDP FLG:	AWG FLG:	DOJ FLG:	TOP STAT:	ICRP:	DDP:
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109					

Information regarding this screen can be found in Section 2.9.

6. Press **[PF13]** to return to L101.

COLLECTIONS OPTIONS

(L101)	ACCOUNT LEVEL INFORMATION		JXS	MM/DD/YY
	REGION:<1>	ACCT OWNER:<2>	COLL NUM:<3>	HH:MM
ACCT NO: S__<4>____	ED SSN VERIFICATION CODE: <5>			
ACCT NAME: <6>				
ADDRESS: <7>				
CITY: <8>	STATE: <9>	ZIP: <10>		
BIRTHDATE: <11>	DAY PHONE: <12>	NIGHT PHONE: <13>		
PREV LAST: <14>	PREV FIRST: <15>			
ED BALANCE: <16>	PRINCIPAL: <17>	INTEREST: <18>		
PENALTY AMT: <19>	ADMIN: <20>	FEES: <21>		
	PROJ/ACT CA: <22>	CA BALANCE: <23>		
MONTHLY PMT:<24>	PAST DUE AMT: <25>	TOTAL DUE: <26>		
LAST PMT DATE:<27>	LAST PMT AMT: <28>	DUE DATE: <29>		
DATE BOUN/RV :<30>	LAST PMT BOUN/RV: <31>	TOP STAT: <32>		
	DDP: <33>	ICRP: <34> <35>		
NUMBER AND TYPE OF DEBTS: <36>				
POSITION CURSOR TO SELECT INDIVIDUAL TYPE(S) OF DEBT(S) AND PRESS ENTER				
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

FIELD CONTENT - L101 - ACCOUNT LEVEL INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION (D)	Two-character region ID. 00 = Headquarters (HQ) 04 = Atlanta 05 = Chicago 09 = San Francisco
2	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code. The two-letter prefix (ED or collection agency [AG]) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.
3	COLL NUM (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency.
4	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number

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	<u>Field Name</u>	<u>Definition</u>
5	ACCT SSA CODE (D)	Indicates whether account data matches the Social Security Administration data. N = Unmatched V = Matched
6	ACCT NAME (D)	The name (last, first, middle) of the account.
7	ADDRESS (D)	The address of the account.
8	CITY (D)	The city of the account.
9	STATE (D)	Two-character code for the state of the account.
10	ZIP (D)	The zip code for the account.
11	BIRTHDATE (D)	The birth date of the individual owning the account.
12	DAY PHONE (D)	Daytime telephone number, with the area code, of the individual owning the account.
13	NIGHT PHONE (D)	Nighttime telephone number, with area code, of the individual owning the account.
14	PREV LAST (D)	The previous last name of the account, if one exists.
15	PREV FIRST (D)	The previous first name of the account, if one exists.
16	ED BALANCE (D)	The total amount owed on the account, including principal, interest through the current date and any other accumulated fees.
17	PRINCIPAL (D)	Amount of principal present in the debt.
18	INTEREST (D)	Amount of interest accrued on the debt through the current date.
19	PENALTY AMT(D)	The amount of any penalties incurred on the debt.
20	ADMIN (D)	The amount of any administrative costs incurred on the debt.
21	FEES (D)	The amount of any fees incurred on the debt.
22	PROJ/ACT CA (D)	Projected collection agency (CA) fees.
23	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.
24	MONTHLY PMT (D)	The amount of the monthly payment made by the individual. The calculated payment for a weekly or semi-monthly Direct Debit participant, else the debited monthly amount.

COLLECTIONS OPTIONS

(L101)	ACCOUNT LEVEL INFORMATION		UID	MM/DD/YY
	REGION:<1>	ACCT OWNER:<2>	COLL NUM:<3>	HH:MM
ACCT NO: S__<4>____	ED SSN VERIFICATION CODE: <5>			
ACCT NAME: <6>				
ADDRESS: <7>				
CITY: <8>	STATE: <9>	ZIP: <10>		
BIRTHDATE: <11>	DAY PHONE: <12>	NIGHT PHONE: <13>		
PREV LAST: <14>	PREV FIRST: <15>			
ED BALANCE: <16>	PRINCIPAL: <17>	INTEREST: <18>		
PENALTY AMT: <19>	ADMIN: <20>	FEES: <21>		
	PROJ/ACT CA: <22>	CA BALANCE: <23>		
MONTHLY PMT:<24>	PAST DUE AMT: <25>	TOTAL DUE: <26>		
LAST PMT DATE:<27>	LAST PMT AMT: <28>	DUE DATE: <29>		
DATE BOUN/RV :<30>	LAST PMT BOUN/RV: <31>	TOP STAT: <32>		
	DDP: <33>	ICRP: <34> <35>		
NUMBER AND TYPE OF DEBTS: <36>				
POSITION CURSOR TO SELECT INDIVIDUAL TYPE(S) OF DEBT(S) AND PRESS ENTER				
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	<u>Field Name</u>	<u>Definition</u>
25	PAST DUE AMT (D)	The amount of the debt that is overdue.
26	TOTAL DUE (D)	The total amount due from the individual, including the monthly payment and any past due amounts.
27	LAST PMT DATE (D)	The date on which the individual made his/her last payment. For a Direct Debit participant, the date on which the last payment was withdrawn.
28	LAST PMT AMT (D)	The amount of the last payment made by the individual. For a Direct Debit participant, the amount of the last payment withdrawn.
29	DUE DATE (D)	The date that the next payment is due.
30	DATE BOUN/RV (D)	The date of the last payment which had a second bounce transaction.
31	LAST PMT BOUN/RV (D)	The payment amount of the second bounce transaction.
32	TOP STAT (D)	The most current Treasury Offset Processing (TOP) offset year and status. If the offset record is not found for the current year, the previous year will be looked for. This backward search will continue as far back as 1988. If nothing is found, this field will be blanks, otherwise it will contain the year and status in format YY-S.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
33	DDP (D)	Displays a flag indicating Direct Debit participation. The account financial information for Direct Debit accounts will be displayed using the Direct Debit record data. The monthly payment will show the borrower's payment amount by their frequency (monthly, semi-monthly, or weekly) as well as indicate the borrower's payment frequency.
34	ICRP (D)	<p>The status of the account participating in the Income Contingent Repayment Program (ICRP), if applicable.</p> <p> A = Accepted Authorization Form B = Account on Billing D = No Longer Active - Delinquency I = Initial Letter Sent L = No Longer Active - Low Balance M = Borrower Requested No ICRP Correspondence N = No Response Letter Sent R = Revoke Authorization to Receive AGI U = No Longer Active - Undeliverable X = Excluded Location Code </p>
35	ICRP Repayment Status (D)	<p>The current status of the ICRP account.</p> <p>Value: Current or Delinquent</p>
36	NUMBER AND TYPE OF DEBTS (D)	These fields contain the number of debts in each of the various debt categories.

The Collector Note Pad Screen is used to track the collections activity on an account.

```

( L102 )                COLLECTOR NOTE PAD                MM/DD/YY
                        REGION:          ACCT OWNER:        COLL NUM:        HH:MM
ACCT NO: S_____
ACCT NAME:
ED BALANCE:            PROJ/ACT CA:            CA BALANCE:
DATE                  SOURCE CODE            NARRATIVE
-----
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109

```

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, it must be entered in over the “S”.
2. Press **[ENTER]**.

COLLECTIONS

(L102)		COLLECTOR NOTE PAD		MM/DD/YY
REGION: 04	ACCT NO: S999999999	ACCT OWNER: AG999	COLL NUM: 99999	HH:MM
ACCT NAME: SMITH	, JANE E			
ED BALANCE: 9,999.99	PROJ/ACT CA:	9,999.99	CA BALANCE:	9,999.99
DATE	SOURCE CODE	NARRATIVE		
-----	-----	-----		
03/06/93	EA629999	ODSK:EDP (01-16-93		
03/09/93	EA629999	SNT NTC 0		
03/11/93	EA629999	ODSK:EDD (03-06-93		
03/11/93	EA629999	ODSK:ED		
03/11/93	EA629999	ODSK:EDD (03-06-93		
03/11/93	EA629999	ODSK:ED		
03/17/93	EA629999	T/POB/LN11 WB/SP		
03/17/93	EA629999	REQ LTR# 02 C50 LETTER SENT SP		
03/19/93	EA629999	SNT LTR 0		
03/20/93	EA629999	T/RS/NA08 WB/SP		
04/30/93	AMS			
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

3. If the account is on the system and in the user's region, information on the account is displayed from earliest to most recent. Use [PF7] and [PF8] to scroll through the information.

Note: The DATE field is the current system date and is not a user-entry field.

The SOURCE CODE field is the user's ID and is not a user-entry field.

4. When data entry is complete, verify the data by reviewing the screen. Press [ENTER]. The entry on the bottom lines and all existing entries move up. The bottom four lines are then blank for another entry.
5. To change a narrative on the same day it was created, move the cursor to the field, make the appropriate changes, and press [ENTER]. Text entered prior to the current day cannot be changed.

COLLECTIONS OPTIONS

Note: If a record is currently being updated by another user, the second user will be in display mode only. The current user will have a ten minute limit on the record after each **[ENTER]** is pressed. During this ten minute period, a “count down” will be displayed on the screen of the second user - 'ACCOUNT IS BEING UPDATED BY ('<USERID>'). <N> MINUTES UNTIL RELEASE'. If after ten minutes, the current user has not pressed **[ENTER]**, the record will be released to the second user for update.

Note: Certain information may be restricted to ED users only.

COLLECTIONS

(L102)		COLLECTOR NOTE PAD		MM/DD/YY
REGION:<1>	ACCT OWNER:<2>	COLL NUM:<3>	HH:MM	
ACCT NO: S_<4>				
ACCT NAME: <5>				
ED BALANCE: <6>	PROJ/ACT CA: <7>	CA BALANCE: <8>		
DATE	SOURCE	NARRATIVE		
-----	-----	-----		
<9>	<10>	<11>		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

FIELD CONTENT - L102 - COLLECTOR NOTE PAD

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION (D)	Two-digit region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco.
2	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.
3	COLL NUM (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency.
4	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number

COLLECTIONS OPTIONS

(L102)		COLLECTOR NOTE PAD		MM/DD/YY
REGION:<1>	ACCT OWNER:<2>	COLL NUM:<3>	HH:MM	
ACCT NO: S_<4>				
ACCT NAME: <5>				
ED BALANCE: <6>	PROJ/ACT CA: <7>	CA BALANCE: <8>		
DATE	SOURCE CODE	NARRATIVE		
-----	-----	-----		
<9>	<10>	<11>		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	<u>Field Name</u>	<u>Definition</u>
5	ACCT NAME (D)	The name (last, first, middle) of the account owner.
6	ED BALANCE (D)	Total amount owed on the account, including principal, interest through the current date and any other accumulated fees.
7	PROJ/ACT CA (D)	Projected collection agency fees.
8	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.
9	DATE (D)	The date of entry for the tickler/note pad record. This is the current system date on the date of entry and not a user-entry field.
10	SOURCE CODE (D)	The user ID of the person who is using the system. It is system-generated and not a user-entry field.
11	NARRATIVE (O)	Four lines of free form entry to be used as an on-line note taking facility for this account. Fifty alphanumeric characters per line.

COLLECTIONS

2.3. OPTION 3: L103 - BILLING INFORMATION SCREEN [PF15]

The Billing Information Screen is used to set up or remove an account from billing, or to change the name and address of the debtor or his/her reference.

(L103)		BILLING INFORMATION SCREEN		MM/DD/YY
REGION:	ACCT OWNER:	COLL NUM:	HH:MM	
ACCT NO: S				
ED BALANCE:	PROJ/ACT CA:	CA BALANCE:		
ACCT NAME:			BIRTHDATE:	
PREV NAME:			/	/
ADDRESS:				
CITY:	STATE:	ZIP:	-	
DAY PHONE: ()	NIGHT PHONE: ()		-	
ADDRESS STATUS:	ADDRESS CHANGE DATE:	ADDSRC:		
REF NAME:		UND:		
REF ADDR:				
REF CITY:	STATE:	ZIP:	-	
REF TYPE:	DAY PHONE: ()	NIGHT PHONE: ()	-	
BILLING INFORMATION:				
FIRST PAYMENT				
DUE DATE: / /	PAYMENT AMOUNT:	STOP BILLING:	_	
ICRP:	DDP:	AMNESTY:	REPORT:	
START/STOP CREDIT BUREAU: _	DEBT ID:			
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**. The debtor's billing information is displayed on the screen.
3. If there is a non-default debt for the account, the message "CLOS SUP" is displayed at the bottom of the screen. If there is a non-default debt for the account and there is no default debt, the message "DEFAULT RECORD DOES NOT EXIST FOR THIS ACCOUNT" is displayed at the bottom of the screen.
4. Press **[PF9]** to access the Closed School/Non-Default Information Screen, which displays the Closed School or non-default information for this account.
5. If a borrower is participating in the Direct Debit Program, the message "BORROWER IN DIRECT DEBIT PROGRAM, SEE D110 SCREEN TO CHANGE PAYMENT INFO" is displayed. Changes to the Due Date, Payment Amount, and Stop Billing fields are prohibited.

COLLECTIONS OPTIONS

(L103)	BILLING INFORMATION SCREEN		MM/DD/YY
REGION: 04	ACCT OWNER: AG999	COLL NUM: 99999	HH:MM
ACCT NO: S999999999			
ED BALANCE: 9,999.99	PROJ/ACT CA: 9,999.99	CA BALANCE: 9,999.99	
ACCT NAME: SMITH	, JANE	E	
PREV NAME: JONES		BIRTHDATE:	
ADDRESS: 9999 W MAIN ST		MM / DD / YY	
CITY: JACKSONVILLE	STATE: FL	ZIP: 99999 - 9999	
DAY PHONE: (999) 999 - 9999	NIGHT PHONE: (999) 999 - 9999		
ADDRESS STATUS:	ADDRESS CHANGE DATE: MM/DD/YY	ADDSRC: 99	
REF NAME: MARY DOE CPA	, TAX SERVICE	ATTN OWNER	
REF ADDR: 9999 OAK ST		UND:	
REF CITY: JACKSONVILLE	STATE: FL	ZIP: 99999 - 9999	
REF TYPE: DAY PHONE: () -	NIGHT PHONE: () -		
BILLING INFORMATION:			
FIRST PAYMENT			
DUE DATE: / /	PAYMENT AMOUNT:	STOP BILLING: _	
ICRP:	DDP:	AMNESTY:	REPORT:
START/STOP CREDIT BUREAU: _	DEBT ID:		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

6. Enter in any changes. Multiple references are supported. If a reference exists and the address is changed, the existing record is changed.

Note: If the new address is a foreign address, refer to Section 2.3.1 for special instructions.

If any of the name fields are changed, a new record is added. The most recently added reference record is shown first. Use [PF7] and [PF8] to scroll the records.

Note: Collector numbers may be changed on this screen by authorized users only.

To start the account on billing, enter an amount in the PAYMENT AMOUNT field and enter a date in the DUE DATE field based on the Billing Cycle Table shown below.

To stop billing, enter a "Y" in the STOP BILLING field.

COLLECTIONS

Note: Borrowers participating in the Direct Debit Program will be prohibited from changing the payment information.

7. When data entry is complete, verify the data by reviewing the screen. Press **[ENTER]**. The message <**UPDATE COMPLETED**> appears at the bottom of the screen. The cursor returns to the ACCT NO field.

For your information, the billing cycles operate per the following table:

Billing Cycle Table

<u>Cycle</u>	<u>Payment Due Date</u>	<u>Bills Prepared</u>
01	15-21	Last weekend of the month
02	22-28*	Closest weekend to 6th day of the month
03	1-7	Closest weekend to 13th day of the month
04	8-14	Closest weekend to 20th day of the month

* While the Billing Subsystem is capable of setting an account up for a billing DUE DATE after the 28th of the month, the L103 Screen will not accept a date greater than 28.

For example, a debtor who wants his/her bill due on the 25th is set up on Cycle 02 and can be set up as late as the 6th of the month.

A bill is not generated if the Payment Due Date is greater than one month in advance. The system will not accept a billing start date which is more than sixty days in the future.

8. To enter an account into the Amnesty Program, enter a “Y” in the Amnesty field. The following must be true:
- o Eligibility will be restricted to the “open period” dates as defined in the TABENT AMNESTY record.
 - o The account must not be in AWG.
 - o The account’s last collection date in ACCT-REC must be greater than 60 days prior to the beginning of the “open period” as defined in the TABENT AMNESTY record.

COLLECTIONS OPTIONS

To remove an account from the amnesty program, enter an “N” in the Amnesty field.

9. To enter information in the START/STOP CREDIT BUREAU field, the user must know the debt ID and current credit bureau status of the debt. Use Screen L109 - Debt Level Information to find the debt ID. Press [PF21] to access L109.

The user may start or stop Credit Bureau Reporting (CBR) if the current CREDIT BUREAU STATUS displayed on L109 is one of the following codes: CA, CB, CD, CF, CI, CN or CZ. See Appendix E for descriptions of these codes.

Record the debt number and note the CBR status code. Then return to L103 by pressing [PF15].

To activate reporting: If the current reporting status for the debt is CD or CI, enter a “Y” in the L103 START/STOP CREDIT BUREAU field. Enter the debt number in the DEBT ID field. Press [ENTER]. The following message will appear at the bottom of the screen: **<CREDIT BUREAU REPORTING ACTIVATED>**.

To verify status change for the debt, press [PF21]. The CREDIT BUREAU STATUS in L109 for the selected debt should have changed to CA.

To withdraw a debt from reporting: If the current reporting status for the debt is CA or CN, enter a “Y” in the L103 START/STOP CREDIT BUREAU field. Enter the debt number in the DEBT ID field. Press [ENTER]. The following message will appear at the bottom of the screen: **<CREDIT BUREAU REPORTING BEING WITHDRAWN>**.

To verify status change for the debt, press [PF21]. The CREDIT BUREAU STATUS in L109 for the selected debt should have changed to CI.

To stop reporting: If the current reporting status for the debt is CB or CF, enter a “Y” in the L103 START/STOP CREDIT BUREAU field. Enter the debt number in the DEBT ID field. Press [ENTER]. The following message will appear at the bottom of the screen: **<DEBT WILL NOT BE REPORTED>**.

COLLECTIONS

To verify status change for the debt, press **[PF21]**. The CREDIT BUREAU STATUS in L109 for the selected debt should have changed to CD.

If a credit bureau or skiptrace report has been obtained and you want the system to create an entry, enter the name of the report obtained. Use the following as report names:

CBI
FASTDATA
TRW
TU

Press **[ENTER]** and a note pad will be created. Use of report names other than those listed above will be ignored.

The report/note pad function should only be used by Combined Function Terminal users.

2.3.1. Foreign Country Address Update

When performing an address update to a DMCS account for which the location is in a foreign country, the address data should be entered as follows:

1. Enter the street information and city for the new address in the ADDRESS field.
2. Enter the name of the country for the new address in the CITY field.
3. Enter "FC" as the state abbreviation for the new address in the STATE field.
4. Do not enter a numeric zip code for a foreign address. The ZIP field for the new address should be filled with blank spaces, entered by hitting the space bar.
5. Press **[ENTER]** to store the address update to the data base.

Note: The start/stop credit bureau function is only available to Department of Education users; Collection Agency users may not change credit bureau reporting status.

COLLECTIONS OPTIONS

(L103)		BILLING INFORMATION SCREEN		MM/DD/YY
ACCT NO: S <4>	REGION: <1>	ACCT OWNER: <2>	COLL NUM: <3>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
ACCT NAME: <8>				
PREV NAME: <9>			BIRTHDATE: <11>	
ADDRESS: <10>			/ /	
CITY: <12>		STATE: <13>	ZIP: <14>	-
DAY PHONE: (<15>)	-	NIGHT PHONE: (<16>)	-	
ADDRESS STATUS: <17>	ADDRESS CHANGE DATE: <18>	ADDSRC: <19>		
REF NAME: <20>				
REF ADDR: <21>		UND: <22>		
REF CITY: <23>		STATE: <24>	ZIP: <25>	-
REF TYPE: <26>	DAY PHONE: (<27>)	-	NIGHT PHONE: (<28>)	-
BILLING INFORMATION:				
FIRST PAYMENT				
DUE DATE: <29>/ /	PAYMENT AMOUNT: <30>	STOP BILLING: <31>		
ICRP: <32>	DDP: <33>	AMNESTY: <34>	REPORT:	
START/STOP CREDIT BUREAU: <35>	DEBT ID: <36>		<37>	
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

FIELD CONTENT - L103 - BILLING INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1	REGION (D)	Two-character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco.
2	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.
3	COLL NUM (O)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency. Five digits. May only be altered by Collection Agency supervisors.
4	ACCT NO (M)	The ten-character account ID. "S" or "E" followed by nine numbers. S = Social Security Number E = Employer Identification Number

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
5	ED BALANCE (D)	Total amount owed on the account, including principal, interest through the current date and any other accumulated fees.
6	PROJ/ACT CA (D)	Projected collection agency fees.
7	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.
8	ACCT NAME (O)	The last, first, middle name of the account. Sixty alphabetic characters. Hyphenated last names are accepted.
9	PREV NAME (D)	The previous name assigned to debtor's account (if applicable).
10	ADDRESS (O)	The address of the account. Eighty alphanumeric characters spread over two lines.
11	BIRTHDATE (D)	The debtor's birthdate.
12	CITY (O)	The city of the account, or the country if a foreign address. Thirty alphanumeric characters.
13	STATE (O)	Two-character code for the state of the account, or "FC" for foreign addresses.
14	ZIP (O)	The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.
15	DAY PHONE (O)	Daytime telephone number, with area code, of the individual owning the account. Ten digits.
16	NIGHT PHONE (O)	Nighttime telephone number, with area code, of the individual owning the account. Ten digits.
17	ADDRESS STATUS (O)	The current status of this address. Valid values are: ' ' = Unknown M = May not be contacted U = Undeliverable V = Verified
18	ADDRESS CHANGE DATE (D)	Date on which the address of the individual was last changed.

COLLECTIONS OPTIONS

(L103)		BILLING INFORMATION SCREEN		MM/DD/YY
ACCT NO: S <4>	REGION: <1>	ACCT OWNER: <2>	COLL NUM: <3>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
ACCT NAME: <8>	,	BIRTHDATE: <11>		
PREV NAME: <9>	,	/		
ADDRESS: <10>		/		
CITY: <12>	STATE: <13>	ZIP: <14>	-	
DAY PHONE: (<15>)	-	NIGHT PHONE: (<16>)	-	
ADDRESS STATUS: <17>	ADDRESS CHANGE DATE: <18>	ADD SRC: <19>		
REF NAME: <20>	,	UND: <22>		
REF ADDR: <21>				
REF CITY: <23>	STATE: <24>	ZIP: <25>	-	
REF TYPE: <26>	DAY PHONE: (<27>)	-	NIGHT PHONE: (<28>)	-
BILLING INFORMATION:				
FIRST PAYMENT				
DUE DATE: <29>/	/	PAYMENT AMOUNT: <30>	STOP BILLING: <31>	
ICRP: <32>	DDP: <33>	AMNESTY: <34>	REPORT:	
START/STOP CREDIT BUREAU: <35>	DEBT ID: <36>	___<37>___		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

Field Name	Definition
19 ADDSRC (D)	<p>Address source. Indicates whether a particular program may override an existing student address. No program may change an address if the current record has a higher priority number in this field than that assigned to the program desiring to make the change. Display only. Valid values are:</p> <p>blank UNKNOWN</p> <p>Unknown</p> <p>01 PRE-CONVERSION Contract Conversion - Historical</p> <p>03 NEW DEBTS-BAD New Debts Processing - Bad Address</p> <p>10 COMNET COMNET</p> <p>20 NEW DEBTS-LOAD New Debts Processing - Load</p> <p>30 AUDIT Audit</p> <p>40 HQ FILE MAINT Headquarters File Maintenance Processing</p> <p>43 POSTAL-MATCH Postal Skiptrace - Postal Match</p> <p>44 TITLE IV MATCH Title IV Default Match Processing</p> <p>45 IRS-NO MATCH IRS Skiptrace Processing - No IRS Match</p>

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
	ADDSRC (D)	46 IRS-ALT MATCH IRS Match (Alternate) 47 IRS-CURR MATCH IRS Skiptrace Processing 48 IRS-OFFSET APPL IRS Refund Offset Processing - Offset Application 49 FDP-HOME MATCH Federal Salary Offset Processing - Postal Match Home 50 ED COLCTOR/NPC ED Collection or National Payment Center (NPC) 70 CONTRACT AGENCY Collection Agency or Contractor 75 ACS/3547 ADDRESS USPS-supplied
20	REF NAME (O)	The name (last, first, middle) of the account reference, if one exists. Sixty alphabetic characters. Hyphenated last names are accepted.
21	REF ADDR (O)	The account reference's address. Eighty alphanumeric characters spread over two lines.
22	UND (D)	Undeliverable mail indicator. A "U" in this field indicates the letter was returned as undeliverable.
23	REF CITY (O)	The account reference's city. Thirty alphanumeric characters
24	STATE (O)	Two-character code for the account. Reference's state.
25	ZIP (O)	The zip code for the account reference. Five digits, with a four-digit suffix.
26	REF TYPE (O)	A three-character abbreviation that identifies the source of the additional debtor contact information. Valid values are: COS = Cosigner EMP = Employer FRI = Friend OTH = Other PAR = Parent REL = Relative

COLLECTIONS OPTIONS

(L103)		BILLING INFORMATION SCREEN		MM/DD/YY
ACCT NO: S <4>	REGION: <1>	ACCT OWNER: <2>	COLL NUM: <3>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
ACCT NAME: <8>	,	BIRTHDATE: <11>		
PREV NAME: <9>	,	/		
ADDRESS: <10>		/		
CITY: <12>	STATE: <13>	ZIP: <14>	-	
DAY PHONE: (<15>)	-	NIGHT PHONE: (<16>)	-	
ADDRESS STATUS: <17>	ADDRESS CHANGE DATE: <18>	ADDSRC: <19>		
REF NAME: <20>	,	UND: <22>		
REF ADDR: <21>				
REF CITY: <23>	STATE: <24>	ZIP: <25>	-	
REF TYPE: <26>	DAY PHONE: (<27>)	NIGHT PHONE: (<28>)	-	
BILLING INFORMATION:				
FIRST PAYMENT				
DUE DATE: <29>/	/	PAYMENT AMOUNT: <30>	STOP BILLING: <31>	
ICRP: <32>	DDP: <33>	AMNESTY: <34>	REPORT:	
START/STOP CREDIT BUREAU: <35>	DEBT ID: <36>	__<37>__		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	<u>Field Name</u>	<u>Definition</u>
27	DAY PHONE (O)	Daytime telephone number, with area code, of the individual owning the account. The second daytime telephone field is the daytime telephone of the reference.
28	NIGHT PHONE (O)	Nighttime telephone number, with area code, of the individual owning the account. The second night telephone field is the night telephone of the reference.
29	FIRST PAYMENT DUE DATE (O)	The date that the first payment is due. If entered by the user, it must be at least three weeks from the current date. MM/DD/YY format. Changes are prohibited for Direct Debit participants.
30	PAYMENT AMOUNT (O)	The total monthly payment due from the individual, including the scheduled monthly amount and any past due amounts. Up to seven digits, with two digits to the right of the decimal; for example: 12,345.67. Changes are prohibited for Direct Debit participants.
31	STOP BILLING (O)	One-character field indicating whether or not to stop billing this individual. "Y" = Yes blank = No This field is prohibited for Direct Debit participants.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
32	ICRP (D)	The current ICRP status code of the account. A one-letter code followed by a description of current (if the account is current in payments), delinquent (if the account is delinquent in payments), or N/A (if the account is not on active billing).
33	DDP (D)	A one character field indicating whether a borrower is participating in the Direct Debit Program. "Y" = Yes blank = No
34	AMNESTY (D)	One-character field indicating whether an account is participating in the amnesty program. Y = yes N = no
35	START/STOP CREDIT BUREAU (O)	Used to indicate whether or not to start/stop credit bureau reporting for a debt. "Y" = To change current status Department of Education function only.
36	DEBT ID (O)	The sixteen-character debt ID. The first character must be alphabetic. Valid values are: G = GSL (Guaranteed Student Loans) F = FISL N = NDSL (National Direct Student Loan) D = FDSL (Federal Direct Student Loan) P = POVR (Program Overpayment) The following nine characters are numeric and follow the following scheme: Digits 2 - 5: Fiscal Year Digits 6 - 7: Region Code = where the debt was originally input into the system. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco Digits 8 - 14: Debt Number (Old Claim Sequence Number) Digits 15 - 16: Debt Sequence Number (Old Claim Sequence Number)
37	REPORT (D)	The name or abbreviation of a credit bureau or skiptrace report obtained for which a note pad record should be created. Valid values are: CBI TU FASTDATA TRW

COLLECTIONS OPTIONS

2.4. OPTION 4: L104 - FINANCIAL INFORMATION SCREEN [PF16]

The Financial Information Screen is used to compile financial information on a debtor to establish a monthly payment plan.

(L104)	FINANCIAL INFORMATION SCREEN		MM/DD/YY HH:MM
ACCT NO: S_____	NAME:		
INDIVIDUAL INCOME:		NUM EXEMPTIONS:	
OTHER INCOME:		MARITAL STATUS:	
GROSS INCOME:		NET INCOME:	
ESTIMATED MONTHLY EXPENSES AS OF			
MORTGAGE / RENT:		INSURANCE PAYMENTS:	
FOOD:		LIFE:	
REAL ESTATE TAXES:		AUTO:	
UTILITIES:		HEALTH:	
CAR PAYMENT:		HOME OWNERS:	
LOAN PAYMENTS:		CREDIT CARD PAYMENTS:	
1ST LOAN:		1ST ACCOUNT:	
2ND LOAN:		2ND ACCOUNT:	
3RD LOAN:		3RD ACCOUNT:	
OTHERS:		4TH ACCOUNT:	
1ST:		5TH ACCOUNT:	
2ND:			
DATA SOURCE:			
AVAILABLE DISCRETIONARY INCOME:		REQUESTED PAYMENT AMOUNT:	
ED BALANCE:	PROJ/ACT CA:	CA BALANCE:	
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**. The name of the debtor appears along with any previously entered financial information.

COLLECTIONS

(L104)	FINANCIAL INFORMATION SCREEN		MM/DD/YY
			HH:MM
ACCT NO: S999999999	NAME: JOHN	A SMITH	
INDIVIDUAL INCOME: 9,999.00	NUM EXEMPTIONS: 0		
OTHER INCOME: 0.00	MARITAL STATUS: S		
GROSS INCOME: 9,999.00	NET INCOME: 999.00		
ESTIMATED MONTHLY EXPENSES AS OF 06/19/89			
MORTGAGE / RENT: 0.00	INSURANCE PAYMENTS:		
FOOD: 0.00	LIFE: 0.00		
REAL ESTATE TAXES: 0.00	AUTO: 0.00		
UTILITIES: 0.00	HEALTH: 0.00		
CAR PAYMENT: 0.00	HOME OWNERS: 0.00		
LOAN PAYMENTS:	CREDIT CARD PAYMENTS:		
1ST LOAN: 0.00	1ST ACCOUNT: 0.00		
2ND LOAN: 0.00	2ND ACCOUNT: 0.00		
3RD LOAN: 0.00	3RD ACCOUNT: 0.00		
OTHERS:	4TH ACCOUNT: 0.00		
1ST: 0.00	5TH ACCOUNT: 0.00		
2ND: 0.00			
DATA SOURCE:			
AVAILABLE DISCRETIONARY INCOME: 99.99	REQUESTED PAYMENT AMOUNT: 0.00		
ED BALANCE: 0.00	PROJ/ACT CA: 0.00	CA BALANCE: 0.00	
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

3. Enter information on the debtor using the screen fields.
4. Press **[ENTER]**. The system calculates available discretionary income by subtracting expenses from the net income. It also displays today's date in the ESTIMATED MONTHLY EXPENSES AS OF field.
5. Enter the amount the debtor is willing to pay in the REQUESTED PAYMENT AMOUNT.

COLLECTIONS OPTIONS

6. Press [ENTER].

The message <FINANCIAL PROFILE ADDED> is displayed and the cursor returns to the ACCT NO field.

(L104)	FINANCIAL INFORMATION SCREEN		MM/DD/YY
			HH:MM
ACCT NO: S999999999	NAME: JOHN	A SMITH	
INDIVIDUAL INCOME:	9,999.00	NUM EXEMPTIONS:	0
OTHER INCOME:	0.00	MARITAL STATUS:	S
GROSS INCOME:	9,999.00	NET INCOME:	999.00
ESTIMATED MONTHLY EXPENSES AS OF 06/19/89			
MORTGAGE / RENT:	0.00	INSURANCE PAYMENTS:	
FOOD:	0.00	LIFE:	0.00
REAL ESTATE TAXES:	0.00	AUTO:	0.00
UTILITIES:	0.00	HEALTH:	0.00
CAR PAYMENT:	0.00	HOME OWNERS:	0.00
LOAN PAYMENTS:		CREDIT CARD PAYMENTS:	
1ST LOAN:	0.00	1ST ACCOUNT:	0.00
2ND LOAN:	0.00	2ND ACCOUNT:	0.00
3RD LOAN:	0.00	3RD ACCOUNT:	0.00
OTHERS:		4TH ACCOUNT:	0.00
1ST:	0.00	5TH ACCOUNT:	0.00
2ND:	0.00		
DATA SOURCE:			
AVAILABLE DISCRETIONARY INCOME:	99.99	REQUESTED PAYMENT AMOUNT:	0.00
ED BALANCE:	0.00	PROJ/ACT CA:	0.00
		CA BALANCE:	0.00
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

COLLECTIONS

(L104)	FINANCIAL INFORMATION SCREEN		MM/DD/YY HH:MM
ACCT NO: S	<1>	NAME: <2>	
INDIVIDUAL INCOME:	<3>	NUM EXEMPTIONS:	<4>
OTHER INCOME:	<5>	MARITAL STATUS:	<6>
GROSS INCOME:	<7>	NET INCOME:	<8>
ESTIMATED MONTHLY EXPENSES AS OF <9>			
MORTGAGE / RENT:	<10>	INSURANCE PAYMENTS:	<18>
FOOD:	<11>	LIFE:	<19>
REAL ESTATE TAXES:	<12>	AUTO:	<20>
UTILITIES:	<13>	HEALTH:	<21>
CAR PAYMENT:	<14>	HOME OWNERS:	<22>
LOAN PAYMENTS:	<15>	CREDIT CARD PAYMENTS:	<23>
1ST LOAN:	<15a>	1ST ACCOUNT:	<23a>
2ND LOAN:	<15b>	2ND ACCOUNT:	<23b>
3RD LOAN:	<15c>	3RD ACCOUNT:	<23c>
OTHERS:	<16>	4TH ACCOUNT:	<23d>
1ST:	<16b>	5TH ACCOUNT:	<23e>
2ND:	<16b>		
DATA SOURCE:	<17>		
AVAILABLE DISCRETIONARY INCOME:	<24>	REQUESTED PAYMENT AMOUNT:	<25>
ED BALANCE:	<26>	PROJ/ACT CA:	<27>
		CA BALANCE:	<28>
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

FIELD CONTENT - L104 - FINANCIAL INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number
2	NAME (D)	The name (last, first) of the account.
3	INDIVIDUAL INCOME (O)	Amount of the individual's annual salary. Seven digits.
4	NUM EXEMPTIONS (O)	The number of exemptions that the individual claims on his/her federal income tax forms. Two digits.
5	OTHER INCOME (O)	Any other income that the individual has earned during the past fiscal year. Seven digits.

COLLECTIONS OPTIONS

(L104)	FINANCIAL INFORMATION SCREEN		MM/DD/YY HH:MM
ACCT NO: S	<1>	NAME: <2>	
INDIVIDUAL INCOME:	<3>	NUM EXEMPTIONS:	<4>
OTHER INCOME:	<5>	MARITAL STATUS:	<6>
GROSS INCOME:	<7>	NET INCOME:	<8>
ESTIMATED MONTHLY EXPENSES AS OF <9>			
MORTGAGE / RENT:	<10>	INSURANCE PAYMENTS:	<18>
FOOD:	<11>	LIFE:	<19>
REAL ESTATE TAXES:	<12>	AUTO:	<20>
UTILITIES:	<13>	HEALTH:	<21>
CAR PAYMENT:	<14>	HOME OWNERS:	<22>
LOAN PAYMENTS:	<15>	CREDIT CARD PAYMENTS:	<23>
1ST LOAN:	<15a>	1ST ACCOUNT:	<23a>
2ND LOAN:	<15b>	2ND ACCOUNT:	<23b>
3RD LOAN:	<15c>	3RD ACCOUNT:	<23c>
OTHERS:	<16>	4TH ACCOUNT:	<23d>
1ST:	<16b>	5TH ACCOUNT:	<23e>
2ND:	<16b>		
DATA SOURCE:	<17>		
AVAILABLE DISCRETIONARY INCOME:	<24>	REQUESTED PAYMENT AMOUNT:	<25>
ED BALANCE:	<26>	PROJ/ACT CA:	<27>
		CA BALANCE:	<28>
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

	Field Name	Definition
6	MARITAL STATUS (O)	One-character indicator of the individual's marital status. One character: "S" = Single "M" = Married "W" = Widowed blank = Unknown
7	GROSS INCOME (D)	The amount of gross income earned by the individual (computed by summing individual income and other income).
8	NET INCOME (D)	The amount computed by taking 70 percent of the gross income.
9	ESTIMATED MONTHLY EXPENSES AS OF (D)	Displays the date the information was entered.
10	MORTGAGE/RENT (O)	The amount of the individual's monthly mortgage/rent payment. Four digits.
11	FOOD (O)	The estimated monthly amount spent by an individual on food. Four digits.
12	REAL ESTATE TAXES (O)	Estimated monthly amount spent by an individual on real estate taxes. Four digits.
13	UTILITIES (O)	Estimated monthly amount spent by an individual on utilities. Four digits.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
14	CAR PAYMENT (O)	Amount of an individual's monthly car payment(s). Four digits.
15	LOAN PAYMENTS (O)	These three fields contain the monthly payments made by an individual on each of up to three separate loans. Four digits.
16	OTHERS (O)	The monthly amount of any other loan payments; up to two others may be listed. Four digits.
17	DATA SOURCE (O)	The collector number of the person entering the information. Six alphanumeric characters.
18	INSURANCE PAYMENTS (O)	These fields contain monthly insurance payments.
19	LIFE (O)	The monthly amount of life insurance payment(s) made by an individual. Three digits.
20	AUTO (O)	The monthly amount of car insurance payment(s) made by an individual. Three digits.
21	HEALTH (O)	The monthly amount of health insurance payment(s) made by an individual. Three digits.
22	HOME OWNERS (O)	The monthly amount of home owners' insurance payment(s) made by an individual. Three digits.
23	CREDIT CARD PAYMENTS (O)	These five fields contain the monthly payment(s) made by an individual on each of up to five credit card accounts. Four digits.
24	AVAILABLE DISCRETIONARY INCOME (O)	Estimated monthly payment calculated by the system that the individual should pay to eradicate the debt. It is computed by dividing the net income by 12 and subtracting all expenses. If the result is a negative value, a zero is displayed. Five digits.
25	REQUESTED PAYMENT AMOUNT (O)	Monthly amount suggested by the debtor as his/her preferred amount to pay. Five digits.
26	ED BALANCE (D)	Total amount owed on the account, including principal, interest through the current date and any other accumulated fees.
27	PROJ/ACT CA (D)	Projected collection agency fees.
28	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.

COLLECTIONS OPTIONS

2.5. OPTION 5: L105 - COLLECTOR LETTER REFERENCE SCREEN [PF17]

The Collector Letter Reference Screen is used to start (generate) and stop letters to the debtor.

(L105)				COLLECTOR LETTER REFERENCE SCREEN		MM/DD/YY	
ACCT NO: S _____		REGION:	ACCT OWNER:	COLL NUM:		HH:MM	
ED BALANCE:		PROJ/ACT CA:		CA BALANCE:			
LETTER REQUESTED TYPE:				STOP LETTER SERIES:			
OPTIONAL DEBT ID:				OPTIONAL AMOUNT:			
() PRIMARY ADDRESS:				OPTIONAL DATE:			
NAME:							
ADDRESS:				ADDR STATUS:			
CITY:				STATE:		ZIP:	
PHONE:							
() REFERENCE ADDRESS:				REFERENCE TYPE:			
NAME:							
ADDRESS:				ADDR STATUS:			
CITY:				STATE:		ZIP:	
PHONE:							
() OPTIONAL ADDRESS:							
NAME:							
ADDRESS:							
CITY:				STATE:		ZIP: -	
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109							

Note: The system bills B00 and B01 cannot be requested using this screen. V90 cannot be requested using this screen; instead use D110.

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Enter the code of the letter type to start or stop in the LETTER REQUESTED TYPE field. See Appendix D for a list of valid letter codes. For example, if you want to select the sixty-day Delinquency Notice, enter "A00". Collection agency users may input the agency's numeric letter codes (shown at the end of Appendix D) and selected ED letter codes.

COLLECTIONS

3. Depending on the type of letter selected in the “Letter Requested Type” field, mandatory fields will appear and must be filled in. Any of the following three fields may appear:

Optional Amount

Optional Date

Optional Debt ID

4. To start this letter or letter series, select the address where the letter is to be sent by entering an “X” in the parentheses next to PRIMARY ADDRESS field or REFERENCE ADDRESS, or OPTIONAL ADDRESS.

(L105)	COLLECTOR LETTER REFERENCE SCREEN		MM/DD/YY
ACCT NO: S999999999	REGION: 04	ACCT OWNER: AG999	COLL NUM: 99999 HH:MM
ED BALANCE:	PROJ/ACT CA:	CA BALANCE:	9,999.99
LETTER REQUESTED TYPE:	STOP LETTER SERIES:		
OPTIONAL DEBT ID:	OPTIONAL AMOUNT:		
() PRIMARY ADDRESS:	OPTIONAL DATE:		
NAME:			
ADDRESS:	ADDR STATUS:		
CITY:	STATE:	ZIP:	
PHONE:			
() REFERENCE ADDRESS:	REFERENCE TYPE:		
NAME:			
ADDRESS:	ADDR STATUS:		
CITY:	STATE:	ZIP:	
PHONE:			
() OPTIONAL ADDRESS:			
NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	-
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

5. If multiple reference addresses exist for this account, the user may scroll through them with [PF7] (back) and [PF8] (forward). A letter may be sent to any of the reference addresses.

Restrictions: A letter series cannot be sent to an Optional Address.
A letter may not be stopped to an Optional Address.

COLLECTIONS OPTIONS

Note: The optional address MUST be a mailable address; no other information, such as dollar amounts, are to be entered in these fields.

6. To stop this letter or letter series, enter an “X” in the STOP LETTER SERIES field. Select the address where the letter or letter series is no longer to be sent by entering an “X” in the parentheses next to the PRIMARY ADDRESS field or REFERENCE ADDRESS field.
7. When data entry is complete, verify the data by reviewing the screen and press [ENTER]. The message <LETTER REQUEST PROCESSED> appears if a letter series or single letter was requested. The message <LETTER REQUEST REMOVED> appears if a letter series or single letter was removed. The cursor returns to the ACCOUNT NO field.

Note: U06 letter requests can only be sent to the postmaster of a given city and state. Therefore, when this letter type is entered, the word POSTMASTER will appear automatically in the first name field of the OPTIONAL ADDRESS area and the message <U06 LETTERS ARE ONLY SENT TO THE POSTMASTER> is displayed. Also, the OPTIONAL CITY, STATE and ZIP code fields will be pre-filled from the debtor's PRIMARY ADDRESS. At this point, the operator may choose to modify the OPTIONAL CITY, STATE, and ZIP prior to executing the request. All other OPTIONAL ADDRESS fields are locked.

COLLECTIONS

(L105)		COLLECTOR LETTER REFERENCE SCREEN		MM/DD/YY
ACCT NO: S____<1>	REGION:<2>	ACCT OWNER: <3>	COLL NUM:<4>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
LETTER REQUESTED TYPE: <8>		STOP LETTER SERIES: <9>		
OPTIONAL DEBT ID: <10>		OPTIONAL AMOUNT: <11>		
() PRIMARY ADDRESS: <13>		OPTIONAL DATE: <12>		
NAME: <14>				
ADDRESS: <15>		ADDR STATUS: <16>		
CITY: <17>	STATE:<18>	ZIP: <19>		
PHONE: <20>				
() REFERENCE ADDRESS: <21>	REFERENCE TYPE: <22>			
NAME: <23>				
ADDRESS: <24>		ADDR STATUS: <25>		
CITY: <26>	STATE:<27>	ZIP: <28>		
PHONE: <29>				
() OPTIONAL ADDRESS: <30>				
NAME: <31>				
ADDRESS: <32>				
CITY: <33>	STATE:<34>	ZIP: <35> -		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

FIELD CONTENT - L105 - COLLECTOR LETTER REFERENCE

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number
2	REGION (D)	Three alphanumeric characters. See Appendix E for valid values. Two-character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco
3	ACCT OWNER (D)	The five-character owner code, equivalent to the former location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.

COLLECTIONS OPTIONS

(L105)		COLLECTOR LETTER REFERENCE SCREEN		MM/DD/YY
ACCT NO: S____<1>	REGION:<2>	ACCT OWNER: <3>	COLL NUM:<4>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
LETTER REQUESTED TYPE: <8>		STOP LETTER SERIES: <9>		
OPTIONAL DEBT ID: <10>		OPTIONAL AMOUNT: <11>		
() PRIMARY ADDRESS: <13>		OPTIONAL DATE: <12>		
NAME: <14>				
ADDRESS: <15>		ADDR STATUS: <16>		
CITY: <17>	STATE:<18>	ZIP: <19>		
PHONE: <20>				
() REFERENCE ADDRESS: <21>	REFERENCE TYPE: <22>			
NAME: <23>				
ADDRESS: <24>		ADDR STATUS: <25>		
CITY: <26>	STATE:<27>	ZIP: <28>		
PHONE: <29>				
() OPTIONAL ADDRESS: <30>				
NAME: <31>				
ADDRESS: <32>				
CITY: <33>	STATE:<34>	ZIP: <35> -		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	Field Name	Definition
4	COLL NUM (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency.
5	ED BALANCE (D)	Total amount owed on the account, including principal, interest through the current date, and any other accumulated fees.
6	PROJ/ACT CA (D)	Projected collection agency fees.
7	CA BALANCE (D)	Projected account balance due to the collection agency, if the account is at the collection agency.
8	LETTER REQUESTED TYPE (M)	The identification code of the requested letter.
9	STOP LETTER SERIES (O)	Used when the user is requesting to stop a letter. Blank or an "X" to stop the letter.
	OPTIONAL FIELDS	At this location on the screen, there are optional fields which display only when the letter type record on the data base requires additional fields.
10	OPTIONAL DEBT ID (M)	A debt ID is required by some letters. When this field is displayed, it is required. Sixteen characters.
11	OPTIONAL AMOUNT (M)	The nature of the amount depends on the letter. When this field is displayed, it is required. Ten characters.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
12	OPTIONAL DATE (M)	The nature of the date depends on the letter. It may be a payment due date, compromise date, etc. When this field is displayed, it is required. MMDDYY format.
13	() PRIMARY ADDRESS (O)	Field to select the primary address on the data base. Enter "X" to select.
14	NAME (D)	The name (last, first, middle) of the account owner.
15	ADDRESS (D)	The account owner's current address.
16	ADDR STATUS (D)	The current status of this address. Valid values are: ' ' = Unknown M = May not be contacted U = Undeliverable V = Verified
17	CITY (D)	The city of the account.
18	STATE (D)	Two-character code for the state of the account.
19	ZIP (D)	The zip code for the account.
20	PHONE (D)	Telephone number, with area code, of the account owner.
21	() REFERENCE ADDRESS (O)	Field to select the current reference address on the data base. "X"
22	REFERENCE TYPE (D)	The type of reference. Valid values are: COS = Cosigner EMP = Employer FRI = Friend OTH = Other PAR = Parent REL = Relative
23	NAME (D)	The name (last, first, middle) of the account reference.
24	ADDRESS (D)	The account reference's current address.
25	ADDR STATUS (D)	The current status of this address. Valid values are: ' ' = Unknown M = May not be contacted U = Undeliverable V = Verified
26	CITY (D)	The city of the account's reference address.
27	STATE (D)	The state of the reference address.
28	ZIP (D)	The zip code for the reference address.
29	PHONE (D)	Telephone number, with area code, of the reference address.

COLLECTIONS OPTIONS

(L105)		COLLECTOR LETTER REFERENCE SCREEN		MM/DD/YY
ACCT NO: S___<1>	REGION:<2>	ACCT OWNER: <3>	COLL NUM:<4>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
LETTER REQUESTED TYPE: <8>		STOP LETTER SERIES: <9>		
OPTIONAL DEBT ID: <10>		OPTIONAL AMOUNT: <11>		
() PRIMARY ADDRESS: <13>		OPTIONAL DATE: <12>		
NAME: <14>				
ADDRESS: <15>		ADDR STATUS: <16>		
CITY: <17>	STATE:<18>	ZIP: <19>		
PHONE: <20>				
() REFERENCE ADDRESS: <21>	REFERENCE TYPE: <22>			
NAME: <23>				
ADDRESS: <24>		ADDR STATUS: <25>		
CITY: <26>	STATE:<27>	ZIP: <28>		
PHONE: <29>				
() OPTIONAL ADDRESS: <30>				
NAME: <31>				
ADDRESS: <32>				
CITY: <33>	STATE:<34>	ZIP: <35> -		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	<u>Field Name</u>	<u>Definition</u>
30	() OPTIONAL ADDRESS (O)	Field to select the optional address. Enter "X" to select.
31	NAME (O)	The optional name (last, first, middle) of an account. Forty alphanumeric characters.
32	ADDRESS (O)	The optional address for the account. Forty alphanumeric characters.
33	CITY (O)	The optional city of the account. Thirty-five alphanumeric characters.
34	STATE (O)	The optional state of the account. Two characters.
35	ZIP (O)	The optional zip code for the account. Five digits, with a four-digit suffix.

COLLECTIONS

2.6. OPTION 6: L106 - LETTER HISTORY SCREEN [PF18]

The Letter History Screen provides a historical listing of all letters sent to a debtor.

(L106) LETTER HISTORY SCREEN										MM/DD/YY	
ACCT NO: S _____			REGION:		ACCT OWNER:		COLL NUM:		HH:MM		
ACCT NAME:											
ED BALANCE:			PROJ/ACT CA:				CA BALANCE:				
LETTER	REQUESTER	LETTER									
SENT DAT	CODE	TYPE	STREET				ZIP		U		
-----	-----	---	-----				-----		---		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109 22-L1											

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**.

COLLECTIONS OPTIONS

(L106)		LETTER HISTORY SCREEN		MM/DD/YY	
ACCT NO: S999999999		REGION: 04	ACCT OWNER: AG999	COLL NUM: 99999	HH:MM
ACCT NAME: SMITH		, JANE		E	
ED BALANCE: 9,999.99		PROJ/ACT CA:	9,999.99	CA BALANCE:	9,999.99
LETTER	REQUESTER	LETTER			
SENT DAT	CODE	TYPE	STREET	ZIP	U

04/17/93	GDCAR565	C54	1484 10TH ST W	32209	
04/17/93	GDCAR565	C54	1484 10TH ST W	32209	
04/17/93	GDCAR565	O50	1484 10TH ST W	32209	
04/13/93	GDCAR565	C50	1484 W 10TH ST	32209	
04/13/93	GDCAR565	C50	1484 10TH ST W	32209	
04/13/93	GDCAR565	C54	1484 10TH ST W	32209	
04/13/93	GDCAR565	O50	1484 10TH ST W	32209	
04/13/93	GDCAR565	O50	1484 10TH ST W	32209	
04/10/93	GDCAR565	O50	1484 10TH ST W	32209	
03/25/93	GDCAR565	C50	W 10TH ST	32209	U
03/25/93	GDCAR565	C54	10TH ST W	32209	U
01/07/93	GDCAR515	A50	1484 W 10TH ST	32209-0000	
06/17/92	GDLET500	N21	1484 W 10TH ST	32209-0000	
01/17/92	GDLET500	A54	1484 WEST 110TH ST	32209	
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109					
22-L1					

3. The letter history information is displayed from most recent to oldest on the screen. Addresses supplied by the IRS (as indicated in the REQUESTOR CODE field) are not displayed. The user may scroll through the information by pressing **[PF7]** to scroll back and **[PF8]** to scroll forward. If there is no more data to view, the message **<LAST PAGE>** appears.

```

( L106 )                                LETTER HISTORY SCREEN                                MM/DD/YY
ACCT NO: S__<1>____ REGION:<2> ACCT OWNER:<3> COLL NUM:<4> HH:MM
ACCT NAME:<5>
ED BALANCE: <6> PROJ/ACT CA: <7> CA BALANCE:<8>
LETTER REQUESTER LETTER
SENT DAT CODE TYPE STREET ZIP U
-----
<9> <10> <11> <12> <13> <14>

```

FIELD CONTENT - L106 - LETTER HISTORY

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT NO (M)	<p>The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number.</p>
2	REGION (D)	<p>Two character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco</p>
3	ACCT OWNER (D)	<p>The five-character owner code, equivalent to the former location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.</p>

COLLECTIONS OPTIONS

(L106)		LETTER HISTORY SCREEN			MM/DD/YY	
ACCT NO: S__<1>____		REGION:<2>	ACCT OWNER:<3>	COLL NUM:<4>	HH:MM	
ACCT NAME:<5>						
ED BALANCE:<6>		PROJ/ACT CA:<7>	CA BALANCE:<8>			
LETTER SENT DAT	REQUESTER CODE	LETTER TYPE	STREET	ZIP	U	
<9>	<10>	<11>	<12>	<13>	<14>	
<p>PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109 22-L1</p>						

	<u>Field Name</u>	<u>Definition</u>
4	COLL NUM (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency.
5	ACCT NAME (D)	The name (last, first, middle) of the account.
6	ED BALANCE (D)	Total amount owed on the account, including principal, interest through the current date, and any other accumulated fees.
7	PROJ/ACT CA (D)	Projected collection agency fees.
8	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.
9	LETTER SENT DAT (D)	Date on which the letter was sent. Letters are listed from most recent to oldest.
10	REQUESTER CODE (D)	The number of the collector who requested the letter.
11	LETTER TYPE (D)	Letter Identification Code. Codes are listed in Appendix D.
12	STREET (D)	Street address to which the letter was sent. (This field is blank for an IRS address source.)
13	ZIP (D)	The zip code for the letter which was sent.
14	U (D)	Undeliverable mail indicator. A "U" in this field indicates that the letter was returned as undeliverable.

COLLECTIONS

2.7. OPTION 7: L107 - FEDERAL DEFAULTER SCREEN [PF19]

The Federal Defaulter Screen is used to provide or modify the information on a Federal Defaulter's account, or to add an account to the Federal Defaulter System.

(L107)		FEDERAL DEFAULTER SCREEN		MM/DD/YY	
ACCT NO: S_____	ICRP:	PENDING CLAIM:		HH:MM	
REGION:	CATEGORY:	CATCODE:		COMAKER:	
ACCT OWNER:	COLL NUM:	AGENCY:	TOP STAT:	CRED BUR:	
ACCT NAME:					
ADDRESS:	DAY:				
	NIGHT:				
CITY:	ST:		ZIP:		
WORK ADDR:	FDP DEBTS:				
FED DEF YRS:					
STATUS CODES AND DATES		OF STATUS		CURRENT STATUS:	
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
FROZEN BAL:	AMT REMAIN:		TOTAL PAID:		
LAST PMT DATE:			TOTAL PMT AFTER STATUS 1:		
ED BALANCE:	PROJ/ACT CA:		CA BALANCE:		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109					
22-L1					

2.7.1. Modify Existing Information

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**.
3. After verifying that a valid account number has been entered, all relevant account information is displayed. View and/or modify the information as required. Superusers are the only users with access to modify fields and add status codes.

COLLECTIONS OPTIONS

```

( L107 )                FEDERAL DEFAULTER SCREEN                MM/DD/YY
ACCT NO: S999999999    ICRP:                                PENDING CLAIM:    HH:MM
REGION: 04              CATEGORY:                            CATCODE:          COMAKER:
ACCT OWNER: AG999      COLL NUM: 99999    AGENCY:            TOP STAT: 93-5 CRED BUR:
ACCT NAME: SMITH              JANE                                E
ADDRESS: 9999 W MAIN ST                                DAY: (999)999-9999
                                                    NIGHT: (999)999-9999
CITY: JACKSONVILLE                                ST: FL      ZIP: 99999-9999
WORK ADDR:                                FDP DEBTS:

FED DEF YRS:
STATUS CODES AND DATES OF STATUS          CURRENT STATUS: 1
1 : MMDDYY                                :
:                                          :
:                                          :
:                                          :
:                                          :
FROZEN BAL:          0.00    AMT REMAIN:          0.00    TOTAL PAID:          0.00
LAST PMT DATE:                                TOTAL PMT AFTER STATUS 1:          0.00
ED BALANCE:          9,999.99    PROJ/ACT CA:          9,999.99    CA BALANCE: 9,999.99
ENTER CATCODE AND PRESS PF6 TO CONFIRM ADD

PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109
22-L1

```

4. Press **[ENTER]** to confirm. The message **<UPDATE COMPLETE>** appears.

Note: When the CATCODE is changed, then CATEGORY and AGENCY are updated on the screen.

5. Status Codes and Dates are displayed with the status to the left of the colon and status date to the right. For example, 1 : 02/05/89 means that the status code of one was set in 1989. See the field content section below for valid status codes and allowable status changes.

COLLECTIONS

2.7.2. Add An Account To The System

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Enter the catcode and press **[PF6]** to confirm the add. Catcodes are listed in Appendix F. The date in the STATUS CODES AND DATES OF STATUS field defaults to today's date, but may be changed by entering another date.
3. Press **[ENTER]**. The message **<FEDERAL DEFaulter RECORD CREATED>** appears.

COLLECTIONS OPTIONS

(L107)		FEDERAL DEFAULTER SCREEN		MM/DD/YY
ACCT NO: S	<1>	ICRP: <32>	PENDING CLAIM: <2>	HH:MM
REGION:	<3>	CATEGORY: <4>	CATCODE: <5>	COMAKER: <6>
ACCT OWNER:	<7>	COLL NUM: <8>	AGENCY: <9>TOP	STAT: <10> CRED BUR: <11>
ACCT NAME:	<12>			
ADDRESS:	<13>		DAY: <14>	
			NIGHT: <15>	
CITY:	<16>	ST: <17>	ZIP: <18>	
WORK ADDR:	<19>		FDP DEBTS: <20>	
FED DEF YRS: <21>				
STATUS CODES AND DATES OF STATUS <22> CURRENT STATUS: <23>				
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
FROZEN BAL:	<24>	AMT REMAIN:	<25>	TOTAL PAID: <26>
LAST PMT DATE:	<27>		TOTAL PMT AFTER STATUS 1:	<28>
ED BALANCE:	<29>	PROJ/ACT CA:	<30>	CA BALANCE: <31>
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				
22-L1				

FIELD CONTENT - L107 - FEDERAL DEFAULTER

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number
2	PENDING CLAIM (D)	A flag indicating if additional debts not included in the current Federal Defaulter account exist.
3	REGION (D)	Two-character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco
4	CATEGORY (D)	Explanation of the employee category code, based on user or data base input (federal government sector in which the employee works). Name of employing agency/department.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
5	CATCODE (D)	Employee category code. The first character determines the display for the <u>CATEGORY</u> field. See Appendix F for valid values for the first character, which the user keys in. The second and third characters are display only.
6	COMAKER (D)	One-character flag indicating whether or not the defaulter is a comaker on one or more debts.
7	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.
8	COLL NUM (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency.
9	AGENCY (D)	The agency code associated with the corresponding category code.
10	TOP STAT (D)	The most current IRS offset year and status. If the offset record is not found for the current year, the previous year will be looked for. The backward search will be continued as far back as 1988. If no IRS offset record is found, this field will be blank. Otherwise, it will contain the year and status in format YY-S.
11	CRED BUR (D)	A flag is displayed indicating if any debts have been reported to a Credit Bureau.
12	ACCT NAME (D)	The name (last, first, middle) of the account reference.
13	ADDRESS (D)	The account reference's address.
14	DAY (D)	Daytime telephone number, with area code, of the individual owning the account.
15	NIGHT (D)	Nighttime telephone number, with area code, of the individual owning the account.
16	CITY (D)	The city of the account.
17	ST (D)	The state of the account.
18	ZIP (D)	The zip code for the account.
19	WORK ADDR (D)	The individual's work address.
20	FDP DEBTS (D)	Debt ID of all debts associated with FDP account (up to seven will be displayed).

COLLECTIONS OPTIONS

(L107)		FEDERAL DEFAULTER SCREEN		MM/DD/YY
ACCT NO: S	<1>	ICRP: <32>	PENDING CLAIM: <2>	HH:MM
REGION:	<3>	CATEGORY: <4>	CATCODE: <5>	COMAKER: <6>
ACCT OWNER:	<7>	COLL NUM: <8>	AGENCY: <9>TOP	STAT: <10> CRED BUR: <11>
ACCT NAME:	<12>			
ADDRESS:	<13>		DAY: <14>	
			NIGHT: <15>	
CITY:	<16>	ST: <17>	ZIP: <18>	
WORK ADDR:	<19>		FDP DEBTS: <20>	
FED DEF YRS: <21>				
STATUS CODES AND DATES OF STATUS <22> CURRENT STATUS: <23>				
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
FROZEN BAL:	<24>	AMT REMAIN: <25>	TOTAL PAID: <26>	
LAST PMT DATE:	<27>	TOTAL PMT AFTER STATUS 1: <28>		
ED BALANCE:	<29>	PROJ/ACT CA: <30>	CA BALANCE: <31>	
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				
22-L1				

	<u>Field Name</u>	<u>Definition</u>
21	FED DEF YRS (D)	The years in which the defaulter was identified as a federal defaulter. For example, "88" and "89" means the individual was matched and identified as a federal defaulter in the years 1988 and 1989. A maximum of fourteen years can be displayed.
22	STATUS CODES AND DATES OF STATUS (O/D)	<p>One-character field which shows the status (possible of fifteen displayed) of the debt, paired with the date on which that status was applied. The first occurrence is to be entered by the user. Valid values for status codes are:</p> <ul style="list-style-type: none"> 1 = Identified as a Federal Employee 2 = Sent Pre-Offset Notice to Home Address 3 = Sent Pre-Offset Notice to Work Address 4 = Certified to Employing Agency 5 = Offset Received from Employing Agency 6 = Hearing Requested 7 = Hearing Completed 8 = Payoff Completed 9 = Stop Offset Process A = Statute of Limitations Expired B = Location Code Changed to Non-FDP Code C = Closed Account D = No Longer a Federal Employee E = DOD or Postal Reject

COLLECTIONS

<u>Field Name</u>		<u>Definition</u>																														
		Changes to status codes must adhere to the following restrictions:																														
		<table><tr><th><u>Current Status</u></th><th><u>Allowable Status Change</u></th></tr><tr><td>1</td><td>C D</td></tr><tr><td>2</td><td>6 9 A C D</td></tr><tr><td>3</td><td>6 9 A C D</td></tr><tr><td>4</td><td>3 8 9 C D E</td></tr><tr><td>5</td><td>3 8 9 C D E</td></tr><tr><td>6</td><td>2 3 4 7 9 C D</td></tr><tr><td>7</td><td>C D</td></tr><tr><td>8</td><td>C D E</td></tr><tr><td>9</td><td>2 3 4 6 C D E</td></tr><tr><td>A</td><td>C D</td></tr><tr><td>B</td><td>6 9 E</td></tr><tr><td>C</td><td>1 E</td></tr><tr><td>D</td><td>1 E</td></tr><tr><td>E</td><td>1 4</td></tr></table>	<u>Current Status</u>	<u>Allowable Status Change</u>	1	C D	2	6 9 A C D	3	6 9 A C D	4	3 8 9 C D E	5	3 8 9 C D E	6	2 3 4 7 9 C D	7	C D	8	C D E	9	2 3 4 6 C D E	A	C D	B	6 9 E	C	1 E	D	1 E	E	1 4
<u>Current Status</u>	<u>Allowable Status Change</u>																															
1	C D																															
2	6 9 A C D																															
3	6 9 A C D																															
4	3 8 9 C D E																															
5	3 8 9 C D E																															
6	2 3 4 7 9 C D																															
7	C D																															
8	C D E																															
9	2 3 4 6 C D E																															
A	C D																															
B	6 9 E																															
C	1 E																															
D	1 E																															
E	1 4																															
23	CURRENT STATUS (D)	One-character field which shows the current status of the debt for the current system processing year.																														
24	FROZEN BAL (D)	The amount certified to the agency when a federal defaulter's debt reaches a status of 4 (offset requested) and the frozen balance is calculated. It is computed as the total of all principal, interest, fees, etc.																														
25	AMT REMAIN (D)	This amount is computed as the difference between the Total Paid and the Frozen Balance.																														
26	TOTAL PAID (D)	This is the total amount of payments/offsets for this account during the time at which it was a status of 4 (offset requested) and 5 (offset underway).																														
27	LAST PMT DATE (D)	The last date on which the individual made a payment on the debt.																														
28	TOTAL PMT AFTER STATUS 1 (D)	The total amount of payments/offsets since the first federal defaulter match was made.																														
29	ED BALANCE (D)	Total amount owed on the account, including principal, interest through the current date and any other accumulated fees.																														
30	PROJ/ACT CA (D)	Projected collection agency fees.																														
31	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.																														
32	ICRP (D)	Current payment status if account is in ICRP. "CURRENT" if account is current. "DELINQUENT" if account is not current. "N/A" if account is not in ICRP.																														

COLLECTIONS OPTIONS

2.8. OPTION 8: L108 - AUDIT TRAIL INFORMATION SCREEN [PF20]

The Audit Trail Information Screen is used to detail change(s) made to an account.

(L108)		AUDIT TRAIL INFORMATION SCREEN		MM/DD/YY
ACCT NO: S		ACCT OWNER:	COLLECTOR:	HH:MM
DATE	CHANGED BY	ACTION	FIELD CHANGED	
-----	-----	-----	-----	
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				
22-L1				

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**.
3. The audit trail information is displayed with the most recent information first.
4. Use **[PF7]** to scroll back and **[PF8]** to scroll forward.

COLLECTIONS

(L108)		AUDIT TRAIL INFORMATION SCREEN		MM/DD/YY
ACCT NO: <1>		ACCT OWNER: <2>	COLLECTOR: <3>	
DATE	CHANGED BY	ACTION	FIELD CHANGED	
-----	-----	-----	-----	
<4>	<5>	<6>	<7>	
TO: <8>				
FROM: <9>				
TO: <8>				
FROM: <9>				
TO: <8>				
FROM: <9>				
TO: <8>				
FROM: <9>				
TO: <8>				
FROM: <9>				
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				
22-L1				

FIELD CONTENT - L108 - AUDIT TRAIL INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number
2	ACCT OWNER (D)	The five-character owner code, equivalent to the former location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.
3	COLLECTOR (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency.
4	DATE (D)	The date the change was implemented.
5	CHANGED BY (D)	The user ID of the user responsible for implementing the change.
6	ACTION (D)	Identifier of the program/screen which was used to make the change. See Appendix G.

COLLECTIONS OPTIONS

(L108)		AUDIT TRAIL INFORMATION SCREEN		MM/DD/YY HH:MM	
ACCT NO: <1>		ACCT OWNER: <2>		COLLECTOR: <3>	
DATE	CHANGED BY	ACTION	FIELD CHANGED		
-----	-----	-----	-----		
<4>	<5>	<6>	<7>		
TO: <8>					
FROM: <9>					
TO: <8>					
FROM: <9>					
TO: <8>					
FROM: <9>					
TO: <8>					
FROM: <9>					
TO: <8>					
FROM: <9>					
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109					
22-L1					

	<u>Field Name</u>	<u>Definition</u>
7	FIELD CHANGED (D)	The name of the field on the record which was changed.
8	TO (D)	The new value of the field.
9	FROM (D)	The original value of the field.

COLLECTIONS

2.9. OPTION 9: L109 - DEBT LEVEL INFORMATION SCREEN [PF21]

The Debt Level Information Screen is used to provide detailed information on each debt of a debtor's account.

(L109)		DEBT LEVEL INFORMATION SCREEN		UID	MM/DD/YY
ACCT NO: S	REGION:	ACCT OWNER:	COLL NUM:	HH:MM	
DEBT NO:		DEBT LOC CODE:			
		TYPE DEBT:		INT TYPE:	
ACCT NAME:					
PREV NAME:	, GUARANTEE AGENCY:				
DEBT AWG FLAG:	ORIGINATING LENDER:				
DEBT CLOSE REASON:					
DATE DEBT ESTABLISHED:	ORIGINATING SCHOOL:				
CURRENT PRINCIPAL:					
CURRENT INTEREST :	CLAIMING LENDER AND ADDRESS:				
CURRENT PENALTY :					
CURRENT ADMIN :					
CURRENT FEES :					
ED BALANCE :					
PROJ/ACT CA :	COMAKERS:				
CA BALANCE :					
REHAB/CON FEE :					
REHAB/CON BAL :					
RATE :					
CREDIT BUREAU STATUS:	FIRST REPORTED:	LAST REPORTED:			
FDP FLG: AWG FLG: DOJ FLG: TOP STAT: ICRP: DDP:					
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109					

Note: No updates may be made through this screen.

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**.

COLLECTIONS OPTIONS

(L109)	DEBT LEVEL INFORMATION SCREEN		UID	MM/DD/YY
ACCT NO: S999999999	REGION: 05	ACCT OWNER: AG528	COLL NUM: 99999	HH:MM
DEBT NO: G199605013724001			DEBT LOC CODE: ED999	
ACCT NAME: SMITH	, JANE		TYPE DEBT: NDSL	INT TYPE: F
PREV NAME:			X	
	GUARANTEE AGENCY:			TX748
	TEXAS II			
DEBT AWG FLAG: N	ORIGINATING LENDER:		826269	
DEBT CLOSE REASON:	NATIONSBANK TEXAS/			
DATE DEBT ESTABLISHED: 12/01/85	ORIGINATING SCHOOL:		023499	
CURRENT PRINCIPAL: 22.98	TRI-STATE SEMI DRIVER TRAINING INC			
CURRENT INTEREST : 4.24	CLAIMING LENDER AND ADDRESS:		826269	
CURRENT PENALTY : .00	NATIONSBANK TEXAS/			
CURRENT ADMIN : .00	101 S. TYRON ST, NC1-002-20-21			
CURRENT FEES : 158.92				
ED BALANCE : 186.14	CHARLOTTE		NC 28255-0000	
PROJ/ACT CA : 46.54	COMAKERS:			
CA BALANCE : 232.68				
REHAB/CON FEE : 34.44				
REHAB/CON BAL : 220.58				
RATE : 9.07%				
CREDIT BUREAU STATUS: CB	FIRST REPORTED: 10/12/96	LAST REPORTED: 10/12/96		
FDP FLG: N	AWG FLG: N	DOJ FLG: N	TOP STAT: 98-5	ICRP: B
			CURRENT DDP: Y	
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

3. The information on the debt is displayed on the screen. Use **[PF7]** to scroll back and **[PF8]** to scroll forward through the debts. If no specific debt types were selected for scrolling on screen L101, then all debts are displayed in the order in which they are stored on the data base. If one or more debt types is selected on screen L101, scrolling is limited to those selected debt types. The message **<FIRST PAGE>** appears on the first screen with debt level information. The message **<NO MORE DEBTS>** appears on the last screen with debt level information.

Note: Each debt has its own claiming lender/school/agency and originating lender/school.

4. Key the debtor's debt ID number in the DEBT NO field. Repeat steps 2 and 3.
5. Key the debtor's account number (SSN) in the ACCT NO field, and the debtor's debt ID in the DEBT NO field. Repeat steps 2 and 3.

COLLECTIONS

(L109)	DEBT LEVEL INFORMATION SCREEN		UID	MM/DD/YY
ACCT NO: S<4>	REGION:<1>	ACCT OWNER:<2>	COLL NUM:<3>	HH:MM
DEBT NO: <6>			DEBT LOC CODE:<5>	
ACCT NAME: <9>			TYPE DEBT:<7>	INT TYPE:<8>
PREV NAME: <10>		GUARANTEE AGENCY:	<11>	
DEBT AWG FLAG:	<12>	ORIGINATING LENDER:	<13>	
DEBT CLOSE REASON:	<14>			
DATE DEBT ESTABLISHED:	<15>	ORIGINATING SCHOOL:	<16>	
CURRENT PRINCIPAL:	<17>			
CURRENT INTEREST :	<18>	CLAIMING LENDER AND ADDRESS:	<19>	
CURRENT PENALTY :	<20>			
CURRENT ADMIN :	<21>			
CURRENT FEES :	<22>			
ED BALANCE :	<23>			
PROJ/ACT CA :	<24>	COMAKERS: <25>		
CA BALANCE :	<26>			
REHAB/CON FEE :	<27>			
REHAB/CON BAL :	<28>			
RATE :	<29>			
CREDIT BUREAU STATUS:	<30>	FIRST REPORTED: <31>	LAST REPORTED: <32>	
FDP FLG:<33>	AWG FLG:<34>	DOJ FLG:<35>	TOP STAT:<36>	ICRP:<37>DDP:<38>
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

FIELD CONTENT - L109 - DEBT LEVEL INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION (D)	Two-character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco
2	ACCT OWNER (D)	The five-character owner code, equivalent to the former location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.
3	COLL NUM (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency.
4	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number

COLLECTIONS OPTIONS

(L109)	DEBT LEVEL INFORMATION SCREEN		UID	MM/DD/YY
ACCT NO: S<4>	REGION:<1>	ACCT OWNER:<2>	COLL NUM:<3>	HH:MM
DEBT NO: <6>			DEBT LOC CODE:<5>	
ACCT NAME: <9>			TYPE DEBT:<7>	INT TYPE:<8>
PREV NAME: <10>		GUARANTEE AGENCY:	<11>	
DEBT AWG FLAG:	<12>	ORIGINATING LENDER:	<13>	
DEBT CLOSE REASON:	<14>			
DATE DEBT ESTABLISHED:	<15>	ORIGINATING SCHOOL:	<16>	
CURRENT PRINCIPAL:	<17>			
CURRENT INTEREST :	<18>	CLAIMING LENDER AND ADDRESS:	<19>	
CURRENT PENALTY :	<20>			
CURRENT ADMIN :	<21>			
CURRENT FEES :	<22>			
ED BALANCE :	<23>			
PROJ/ACT CA :	<24>	COMAKERS: <25>		
CA BALANCE :	<26>			
REHAB/CON FEE :	<27>			
REHAB/CON BAL :	<28>			
RATE :	<29>			
CREDIT BUREAU STATUS:	<30>	FIRST REPORTED: <31>	LAST REPORTED: <32>	
FDP FLG:<33>	AWG FLG:<34>	DOJ FLG:<35>	TOP STAT:<36>	ICRP:<37> DDP:<38>
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	Field Name	Definition
5	DEBT LOC CODE (D)	<p>Five-character location code of the debt. The first two characters must be alphabetic:</p> <p>AG = Collection Agency ED = Department of Education</p> <p>The last three characters must be numeric. See Appendix C.</p>
6	DEBT NO (D)	<p>The sixteen-character debt ID; one letter followed by fifteen numbers. Display only. The first character must be alphabetic. Valid values are:</p> <p>G = GSL F = FISL N = NDSL D = FDSL P = POVR</p> <p>The following nine characters are numeric and follow the following scheme:</p> <p>Digits 2 - 5: Fiscal Year Digits 6 - 7: Region Code = where the debt was originally input into the system.</p> <p>00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco</p> <p>Digits 8 - 14: Debt Number (Old Claim Number) Digits 15 - 16: Debt Sequence Number (Old Loan Sequence Number)</p>

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
7	TYPE DEBT (D)	The type of loan program. Valid values are: FISL = F GSL = G NDSL = N FDSL = D POVR = P
8	INT TYPE (D)	A one-character debt interest rate type. Valid values are: F = Fixed 8 = 8-10% balloon rate A = Variable rate based on 91-day T-Bill rate B = Variable rate based on 52-week T-Bill rate
9	ACCT NAME (D)	The name (last, first, middle) of the account.
10	PREV NAME (D)	The previous name of the account, if one exists.
11	GUARANTEE AGENCY (D)	Displayed only for GSL debts. The field contains the guarantee agency code and name.
12	DEBT AWG FLAG (D)	A one-character field which represents the debt ID portion of the Administrative Wage Garnishment Program.
13	ORIGINATING LENDER (D)	The code and name of the originating lender for a GSL or FISL debt.
14	DEBT CLOSE REASON (D)	The two-character code that designates why the debt was closed. Valid values are: BA = Bankruptcy CM = Compromise (old code from conversion) CN = Consolidated CO = Compromise CS = Closed School CX = FISL Repurchase DE = Death DP = Duplicate DR = Debt Returned DS = Permanent Disability IC = Inability to Collect OP = Overpayment PF = Paid in Full PS = Problem School (old code) RH = Rehabilitated Loan RP = Repurchase of Claim TC = Too Costly TG = Transfer to TGA TO = Too Costly (old code) UL = Unable to Locate UN = Unenforceable, Without Merit WA = Wrong Amount (old code)

COLLECTIONS OPTIONS

(L109)	DEBT LEVEL INFORMATION SCREEN		UID	MM/DD/YY
ACCT NO: S<4>	REGION:<1>	ACCT OWNER:<2>	COLL NUM:<3>	HH:MM
DEBT NO: <6>			DEBT LOC CODE:<5>	
ACCT NAME: <9>			TYPE DEBT:<7>	INT TYPE:<8>
PREV NAME: <10>		GUARANTEE AGENCY:	<11>	
DEBT AWG FLAG:	<12>	ORIGINATING LENDER:	<13>	
DEBT CLOSE REASON:	<14>			
DATE DEBT ESTABLISHED:	<15>	ORIGINATING SCHOOL:	<16>	
CURRENT PRINCIPAL:	<17>			
CURRENT INTEREST :	<18>	CLAIMING LENDER AND ADDRESS:	<19>	
CURRENT PENALTY :	<20>			
CURRENT ADMIN :	<21>			
CURRENT FEES :	<22>			
ED BALANCE :	<23>			
PROJ/ACT CA :	<24>	COMAKERS:	<25>	
CA BALANCE :	<26>			
REHAB/CON FEE :	<27>			
REHAB/CON BAL :	<28>			
RATE :	<29>			
CREDIT BUREAU STATUS:	<30>	FIRST REPORTED:	<31>	LAST REPORTED: <32>
FDP FLG:<33>	AWG FLG:<34>	DOJ FLG:<35>	TOP STAT:<36>	ICRP:<37> DDP:<38>
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	<u>Field Name</u>	<u>Definition</u>
		WL = Wrong Lender (old code)
		WS = Wrong School (old code)
15	DATE DEBT ESTABLISHED (D)	The date that the debt was turned over to ED and from which the statute of limitations is calculated. GSL = GSLPGM-ORIG-SOL-DATE NDSL = NDSLPGM-CERT-DATE FISL = FISLPGM-CLAIM-PAY-DATE FDSL = FDSLPGM-DEFAULT-DATE POVR = POVR-DEFAULT-DATE.
16	ORIGINATING SCHOOL (D)	The code and name of the originating school for a FISL, NDSL, GSL, FDSL, and POVR debt.
17	CURRENT PRINCIPAL (D)	The current principal amount of the debt.
18	CURRENT INTEREST (D)	The current interest accrued through the current date.
19	CLAIMING LENDER AND ADDRESS (D)	Name and address of the originator of the debt. For NDSL, FISL, FDSL, and POVR loans, the screen displays the field as ORIGINATING SCHOOL. For GSL loans, the screen displays the field as GUARANTY AGENCY.
20	CURRENT PENALTY (D)	The current total of any penalties accumulated in the debt.
21	CURRENT ADMIN (D)	The current amount of any administrative costs that have accumulated in the handling of the debt.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
22	CURRENT FEES (D)	The current amount of any fees that have accumulated with the debt.
23	ED BALANCE (D)	The current amount of the debt, including principal, interest accrued through the current date, and any penalty or administrative fees accumulated.
24	PROJ/ACT CA (D)	Projected collection agency fees.
25	COMAKERS (D)	This field lists a maximum of three names of any comakers involved with the debt.
26	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.
27	REHAB/CON FEE (D)	The fee for Consolidation and Rehabilitation computed from the ED BALANCE.
28	REHAB/CON BAL (D)	The sum of ED BALANCE plus REHAB/CON FEE.
29	RATE (D)	The interest rate at which the debt is currently operating.
30	CREDIT BUREAU STATUS (D)	One-character flag indicating whether or not the debt has been reported to a credit bureau.
31	FIRST REPORTED (D)	The date on which the debt was first reported to a credit bureau.
32	LAST REPORTED (D)	The date on which the debt was last reported to a credit bureau.
33	FDP FLG (D)	A flag indicating whether the account is a Federal Defaulter Case.
34	AWG FLG (D)	A one-character field which represents the SSN portion of the Administrative Wage Garnishment Program.
35	DOJ FLG (D)	A flag indicating whether the account is a DOJ case.
36	TOP STAT (D)	The most current Treasury Offset Processing (TOP) offset year and status. If the offset record is not found for the current year, the previous year will be looked for. The backward search will be continued as far back as 1988. If no TOP offset record is found this field will be blanks, otherwise it will contain the year and status in format YY-S.
37	ICRP (D)	The current ICRP status code of the account. A one letter code followed by a description of current (if the account is current in payments), delinquent (if the account is delinquent in payments) or N/A (if the account is not on active billing).
38	DDP (D)	A one character field indicating whether a borrower is participating in the Direct Debit program. "Y" = Yes blank = No

COLLECTIONS OPTIONS

2.10. OPTION 10: L110 - ALPHA NAME SEARCH ENTRY SCREEN [PF22]

The Alpha Name Search Entry Screen is used to search for an account number by alpha information.

(L110)	ALPHA NAME SEARCH ENTRY SCREEN	MM/DD/YY HH:MM
LAST NAME:	EXACT MATCH ?	
FIRST NAME:	—	
MIDDLE NAME:	—	
STATE:	—	
ZIP:	—	

ENTITY:		EXACT ? —
PRINT SEARCH RESULTS AS YOU SCROLL? _		
ENTER ANY KNOWN PORTION OF LAST, FIRST, AND MIDDLE NAMES OR ENTITY NAME. PRESS ENTER TO BEGIN SEARCH.		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109		

1. Enter the known alpha information. A minimum of four characters must be entered for last name or entity name.
2. To receive an exact match, enter an “X” in the EXACT MATCH field. For example, Smith would be matched with Smith, rather than Smithe, only if EXACT MATCH was selected.

Note: If the name is four characters or less, an “X” must be entered in EXACT MATCH for the search to be performed.

COLLECTIONS

3. To receive a printed copy of the information, enter a “Y” (for yes) in the PRINT SEARCH RESULTS AS YOU SCROLL field. The information is sent to the printer associated with the Terminal ID each time [PF8] is selected to scroll from screen to screen.

(L110)	ALPHA NAME SEARCH ENTRY SCREEN	MM/DD/YY HH:MM
LAST NAME: SMITH	EXACT MATCH ? X	
FIRST NAME:	—	
MIDDLE NAME:	—	
STATE:	—	
ZIP:		

ENTITY:	EXACT ? —	
PRINT SEARCH RESULTS AS YOU SCROLL? Y		
ENTER ANY KNOWN PORTION OF LAST, FIRST, AND MIDDLE NAMES OR ENTITY NAME. PRESS ENTER TO BEGIN SEARCH.		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109		

4. Press [ENTER].
5. The search results appear on the Alpha Name Search Results Screen.

COLLECTIONS OPTIONS

(L110)		ALPHA NAME		SEARCH RESULTS		MM/DD/YY		HH:MM
LAST NAME	FIRST NAME	M	ST	ZIP CODE	ACCT NO	LOC	RG	
SMITH	A	A	IA	00000	S999999999	—	NNNNN	05
SMITH	AARON	B	AZ	00000	S999999999	—	NNNNN	09
SMITH	AARON	D	NY	00000-0000	S999999999	—	NNNNN	09
SMITH	AARON	D	MN	00000-0000	S999999999	—	NNNNN	04
SMITH	AARON	E	ME	00000-0000	S999999999	—	NNNNN	00
SMITH	AARON	G	CO	00000-0000	S999999999	—	NNNNN	04
SMITH	ABRAHAM	G	FL	00000	S999999999	—	NNNNN	05
SMITH	ABRAHAM	G	GA	00000-0000	S999999999	—	NNNNN	00
SMITH	ABRAHAM	I	IL	00000-0000	S999999999	—	NNNNN	05
SMITH	ABBIE	J	WI	00000	S999999999	—	NNNNN	09
SMITH	ABBIE	L	TX	00000-0000	S999999999	—	NNNNN	00
SMITH	ABE	L	LA	00000-0000	S999999999	—	NNNNN	00
SMITH	ABE	M	NJ	00000-0000	S999999999	—	NNNNN	00
SMITH	ABE	N	RI	00000-0000	S999999999	—	NNNNN	04
SMITH	ADALENE	P	AL	00000	S999999999	—	NNNNN	04

PRESS PF8 TO CONTINUE SEARCH, OR SELECT ACCOUNT(S) AND TRANSFER VIA:
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109

6. The prompt **<PRESS PF8 TO CONTINUE SEARCH>** is displayed if there are more matches. Continue scrolling forward using **[PF8]** until the message **<LAST PAGE>** appears. If there are no matches, this blank screen is displayed blank.
7. If there are matches they are displayed, and there is a selection field at the far right side of the screen.
8. To view a specific account's information on another Collections screen, enter an **"X"** in the selection field, to the right of the **RG** field, then press the **[PF]** key associated with that screen. For example, enter an **"X"** next to the desired account and press **[PF13]** to transfer to L101 - Account Level Information Screen.

-OR-

9. To view a specific account's information on another subsystem screen, enter an **"X"** next to desired account and type the TRANID of the subsystem screen. For example, enter an **"X"** next to the desired account and type **"R101"** in the command field (upper left corner of the screen) to access R101 - Research Account Screen.

COLLECTIONS

(L110)	ALPHA NAME SEARCH ENTRY SCREEN	MM/DD/YY HH:MM
LAST NAME: <1>	EXACT MATCH <4>	
FIRST NAME: <2>	—	
MIDDLE NAME: <3>	—	
STATE: <5>	—	
ZIP: <6>		

ENTITY: <7>		EXACT <8>
PRINT SEARCH RESULTS AS YOU SCROLL? <9>		
ENTER ANY KNOWN PORTION OF LAST, FIRST, AND MIDDLE NAMES OR ENTITY NAME. PRESS ENTER TO BEGIN SEARCH.		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109		

FIELD CONTENT - L110 - ALPHA NAME SEARCH ENTRY

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	LAST NAME (O)	The last name of the individual on which the user wishes to perform a search. Twenty characters.
2	FIRST NAME (O)	The first name of the individual on which the user wishes to perform a search. Twenty characters.
3	MIDDLE NAME (O)	The middle name of the individual on which the user wishes to perform a search. Twenty characters.
4	EXACT MATCH (O)	One-character flag indicating whether or not only an exact match will match the user's search criteria. "X" = Yes blank = No
5	STATE (O)	The two-character state of the individual on which the user wishes to perform a search. Two characters.
6	ZIP (O)	The first two characters of the zip code of the individual on which the user wishes to perform a search. Two characters.
7	ENTITY (O)	The name of the entity on which the user wishes to perform a search. For example, Small Business. Sixty characters.

COLLECTIONS OPTIONS

(L110)	ALPHA NAME SEARCH ENTRY SCREEN	MM/DD/YY HH:MM
LAST NAME: <1>	EXACT MATCH <4>	
FIRST NAME: <2>	—	
MIDDLE NAME: <3>	—	
STATE: <5>	—	
ZIP: <6>		

ENTITY: <7>		EXACT <8>
PRINT SEARCH RESULTS AS YOU SCROLL? <9>		
ENTER ANY KNOWN PORTION OF LAST, FIRST, AND MIDDLE NAMES OR ENTITY NAME. PRESS ENTER TO BEGIN SEARCH.		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109		

	<u>Field Name</u>	<u>Definition</u>
8	EXACT (O)	One-character flag indicating whether or not only an exact match is requested for the user's search criteria. "X" = Yes blank = No
9	PRINT SEARCH RESULTS AS YOU SCROLL? (O)	This field controls the printing of the results from the alphabetic search. "X" = Yes blank = No

2.11. OPTION 11: L110 - ALPHA NAME SEARCH RESULTS

The ALPHA NAME SEARCH RESULTS Screen is accessed through L110 ALPHA NAME SEARCH Screen [PF22]. See Section 2.10 for its function.

```

( L110 )
ALPHA NAME SEARCH RESULTS
LAST NAME FIRST NAME M ST ZIP CODE ACCT NO LOC RG
<1> <2> <3> <4> <5> <6> <7> <8> <9>

LAST PAGE. YOU MAY SELECT ACCOUNT(S) AND TRANSFER VIA:
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109

```

FIELD CONTENT - L110 - ALPHA NAME SEARCH RESULTS

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	LAST NAME (D)	The last names of all the successful matches in the alphabetic search just performed for the user.*
2	FIRST NAME (D)	The first names of all the successful matches in the alphabetic search just performed for the user.
3	M (D)	The middle initials of all the successful matches in the alphabetic search just performed for the user.

* The accounts shown are not displayed in strict alphabetical order because the data base sorts names using the first four characters of the last name, the first two characters of the first name, and the middle initial. Thus, “Jane M. Doe” is sorted as “DOE_JAM”, and “James Arthur Smith” is sorted as “SMITJAA”. Because of this, the names are not in strict alphabetical order. The user may need to scroll more than he/she thinks he/she needs to in order to find the correct name.

COLLECTIONS OPTIONS

(L110)		ALPHA NAME SEARCH RESULTS					MM/DD/YY		HH:MM	
LAST NAME	FIRST NAME	M	ST	ZIP CODE	ACCT NO	LOC	RG			
<1>	<2>	<3>	<4>	<5>	<6>	<7>	<8>	<9>		
<p>LAST PAGE. YOU MAY SELECT ACCOUNT(S) AND TRANSFER VIA:</p> <p>PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109</p>										

	<u>Field Name</u>	<u>Definition</u>
4	ST (D)	The state codes of all the successful matches in the alphabetic search just performed for the user.
5	ZIP CODE (D)	The zip codes of all the successful matches in the alphabetic search just performed for the user.
6	ACCT NO (D)	The ten-character account ID of all the successful matches in the alphabetic search just performed for the user.
7	Account Selection Field (O)	Used to transfer to another screen with the selected account number via the appropriate [PF] key or TRANID. "X"
8	LOC (D)	Location code of the debt. This is a five-character field. The first two characters must be alphabetic: AG = Collection Agency ED = Department of Education The last three characters must be numeric. See Appendix C. The user may not input "AG" codes.
9	RG (D)	Two digit region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco

COLLECTIONS

2.12. OPTION 12: L112 - ARCHIVE HISTORY INFORMATION [PF24]

The Archive History Information Screen provides information about archived accounts and is used to request the restoration of an archived account.

(L112)		ARCHIVE HISTORY INFORMATION				MM/DD/YY HH:MM	
RESTORE REQUESTED ()		ARCHIVE STATUS:		DATE ARCHIVED:			
REGION:		ACCT NO: S		STUDENT NAME:		ASSOCIATED ACCOUNTS	
DEBT ID	CLOSE REASON	CREDIT BUREAU 1ST REP LAST REP		SCHOOL NUMBER	CLAIMING LENDER		
ORIG OWED:		TOT OWED:		TOT PD:			
EFFECT DATE	PAYMENT	TRANS TYPE	TRANS REAS	INST TYPE	POSTING DATE		
NUMBER AND TYPE OF DEBTS:							
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109							

2.12.1. View an Archived Account

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**. Information is displayed only for accounts where the archival process has been completed, indicated by archive status "CM". In all other cases, the only field with information displayed in it is ARCHIVE STATUS. See the field content section which follows for archive status code definitions.

2.12.2. Request Restoration

This function is for authorized users only. The RESTORE REQUESTED field displays for users with approved access.

1. Enter the debtor's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**.
3. Enter an "**X**" in the RESTORE REQUESTED field. This field is available only for archived status codes of "CM" (archive completed) and "MF" (archived data is on microfiche). Archive status codes are defined in the field content section which follows.
4. Press **[ENTER]**.

COLLECTIONS

(L112)		ARCHIVE HISTORY INFORMATION				MM/DD/YY HH:MM
RESTORE REQUESTED (<1>)						
REGION: <2>		ARCHIVE		DATE ARCHIVED: <3>		
ACCT NO: S<4>		STATUS: <5>				
STUDENT NAME: <6>		ASSOCIATED ACCOUNTS				
DEBT ID	CLOSE	CREDIT BUREAU		SCHOOL	CLAIMING	<7>
	REASON	1ST REP	LAST REP	NUMBER	LENDER	
<8>	<9>	<10>	<11>	<12>	<13>	
ORIG OWED: <14>		TOT OWED: <15>		TOT PD: <16>		
EFFECT DATE	PAYMENT	TRANS TYPE	TRANS REAS	INST TYPE	POSTING DATE	
<17>	<18>	<19>	<20>	<21>	<22>	
NUMBER AND TYPE OF DEBTS: <23>						
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109						

FIELD CONTENT - L112 - ARCHIVE HISTORY INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	RESTORE REQUESTED (O)	Used to request the restoration of the archived account. Any character.
2	REGION (D)	Two-character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco
3	DATE ARCHIVED (D)	The date the account was archived.
4	ACCT NO (M)	The ten-character account ID. "S" or "E" followed by nine numbers. S = Social Security Number E = Employer Identification Number

COLLECTIONS OPTIONS

(L112)		ARCHIVE HISTORY INFORMATION				MM/DD/YY HH:MM
RESTORE REQUESTED (<1>)						
REGION: <2>		ARCHIVE		DATE ARCHIVED: <3>		
ACCT NO: S<4>		STATUS: <5>				
STUDENT NAME: <6>		ASSOCIATED ACCOUNTS				
DEBT ID	CLOSE	CREDIT BUREAU		SCHOOL	CLAIMING	<7>
	REASON	1ST REP	LAST REP	NUMBER	LENDER	
<8>	<9>	<10>	<11>	<12>	<13>	
ORIG OWED: <14>		TOT OWED: <15>		TOT PD: <16>		
EFFECT DATE	PAYMENT	TRANS TYPE	TRANS REAS	INST TYPE	POSTING DATE	
<17>	<18>	<19>	<20>	<21>	<22>	
NUMBER AND TYPE OF DEBTS: <23>						
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109						

	<u>Field Name</u>	<u>Definition</u>
5	ARCHIVE STATUS (D)	Two-character code indicating the status of the archived account. Valid values are: AS = Associated account to be archived AT = Archive attempt terminated CA = Archived but not yet deleted from data base CM = Archive completed MF = Archived data is on microfiche RS = Archived account has been restored
6	STUDENT NAME (D)	Last, first, and middle name of the student in the archived account.
7	ASSOCIATED ACCOUNTS (D)	Ten-character account ID of up to six comakers of the primary debts owned by the archived account.
8	DEBT ID (D)	Sixteen-character debt ID.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
9	CLOSE REASON (D)	<p>The reason the debt was closed.</p> <p>Valid values are:</p> <p>BA = Bankruptcy</p> <p>CM = Compromise</p> <p>DE = Death</p> <p>DP = Duplicate</p> <p>DS = Permanent Disability</p> <p>IC = Inability to collect</p> <p>PF = Paid in full</p> <p>RP = Repurchase of claim</p> <p>TO = Too costly</p> <p>UL = Unable to locate</p> <p>UN = Unenforceable, without merit</p> <p>WA = Wrong amount</p> <p>WL = Wrong lender</p> <p>WS = Wrong school</p>
10	1ST REP (D)	The date the debt was first reported to the credit bureau.
11	LAST REP (D)	The date the debt was last reported to the credit bureau.
12	SCHOOL NUMBER (D)	The six-character school ID of the debt.
13	CLAIMING LENDER (D)	The six-character claiming lender ID of the debt.
14	ORIG OWED (D)	The original amount owed on debts belonging the account.
15	TOT OWED (D)	The total amount owed on debts, including principal, interest through the current date, and any other accumulated penalties and fees.
16	TOT PD (D)	The total amount paid on debts belonging to the account.
17	EFFECT DATE (D)	The effective date of the payment.
18	PAYMENT (D)	The amount of the payment.
19	TRANS TYPE (D)	The accounting transaction type. See Appendix B for valid Transaction Types.
20	TRANS REAS (D)	The reason for the input transaction record. See Appendix B for valid Transaction Reasons.

COLLECTIONS OPTIONS

(L112)		ARCHIVE HISTORY INFORMATION				MM/DD/YY HH:MM
RESTORE REQUESTED (<1>)		ARCHIVE		DATE ARCHIVED: <3>		
REGION: <2>		STATUS: <5>				
ACCT NO: S<4>						
STUDENT NAME: <6>				ASSOCIATED ACCOUNTS <7>		
DEBT ID	CLOSE REASON	CREDIT BUREAU	SCHOOL	CLAIMING		
<8>	<9>	1ST REP	LAST REP	NUMBER	LENDER	
		<10>	<11>	<12>	<13>	
ORIG OWED: <14>		TOT OWED: <15>		TOT PD: <16>		
EFFECT DATE	PAYMENT	TRANS TYPE	TRANS REAS	INST TYPE	POSTING DATE	
<17>	<18>	<19>	<20>	<21>	<22>	
NUMBER AND TYPE OF DEBTS: <23>						
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109						

	<u>Field Name</u>	<u>Definition</u>
21	INST TYPE (D)	The type of instrument used in payment verification. CC = Certified Check FC = Foreign Check KC = Cashier's Check MC = Master Card MO = Money Order PC = Personal Check TC = Treasury Check TR = Traveler's Check VS = Visa
22	POSTING DATE (D)	The date the payment was posted to the data base.
23	NUMBER AND TYPE OF DEBTS (D)	The number and types of debts owned by the account being archived.

COLLECTIONS

2.13. OPTION 13: L116 - CLOSED SCHOOL/NON-DEFAULT INFORMATION [PF9]

The L116 - Closed School/Non-Default Information Screen is accessible through the L103 Screen. See Section 2.3 (L103 - Billing Information Screen) for instructions.

(L116)	CLOSED SCHOOL/NON-DEFAULT INFORMATION SCREEN			MM/DD/YY
	REGION: 04	ACCT OWNER: AG999	COLL NUM: 99999	HH:MM
ACCT NO: S999999999				
ED BALANCE:	9,999.99	PROJ/ACT CA:	9,999.99	CA BALANCE: 9,999.99
BILLING INFORMATION:				
FIRST PAYMENT				
DUE DATE:	/ /	PAYMENT AMOUNT:	STOP BILLING: _	
LAST PAYMENT				
DATE:	/ /	LAST PAYMENT:		
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

1. Enter any changes.

To start the account on billing, enter an amount in the PAYMENT AMOUNT field and enter a date in the DUE DATE field based on the Billing Cycle Table.

Billing Cycle Table

Cycle	Payment Due Date	Bills Prepared
01	15 - 21	Last weekend of the month
02	22 - 28*	Closest weekend to the 6th day of the month
03	1 - 7	Closest weekend to the 13th day of the month
04	8 - 14	Closest weekend to the 20th day of the month

* While the Billing Subsystem is capable of setting an account up for a billing DUE DATE after the 28th of the month, the L103 Screen will not accept a date greater than 28.

To stop billing, enter a "Y" in the STOP BILLING field.

COLLECTIONS OPTIONS

2. When data entry is complete, verify the data by reviewing the screen. Press **[ENTER]**. The message **<UPDATE COMPLETED>** appears at the bottom of the screen. The cursor returns to the FIRST PAYMENT DUE DATE field.

COLLECTIONS

(L116)	CLOSED SCHOOL/NON-DEFAULT INFORMATION SCREEN			MM/DD/YY
ACCT NO: <4>	REGION: <1>	ACCT OWNER: <2>	COLL NUM: <3>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
BILLING INFORMATION:				
FIRST PAYMENT				
DUE DATE: <8>	PAYMENT AMOUNT: <9>	STOP BILLING: <10>		
LAST PAYMENT				
DATE: <11>	LAST PAYMENT: <12>			
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

FIELD CONTENT - L116 - CLOSED SCHOOL/NON-DEFAULT INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION (D)	Two-character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco
2	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code. The two-letter prefix. ED or AG identifies the account owner; the three-digit suffix is the location code (account/status/collector). See Appendix C for location code definitions.
3	COLL NUM (D)	Physical location assigned by the collection agency. It is used only if the account is with a collection agency. Five digits. May only be altered by collection agency supervisors.
4	ACCT NO (D)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number

COLLECTIONS OPTIONS

(L116)	CLOSED SCHOOL/NON-DEFAULT INFORMATION SCREEN			MM/DD/YY
ACCT NO: <4>	REGION: <1>	ACCT OWNER: <2>	COLL NUM: <3>	HH:MM
ED BALANCE: <5>	PROJ/ACT CA: <6>	CA BALANCE: <7>		
BILLING INFORMATION:				
FIRST PAYMENT DUE DATE: <8>	PAYMENT AMOUNT: <9>	STOP BILLING: <10>		
LAST PAYMENT DATE: <11>	LAST PAYMENT: <12>			
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109				

	<u>Field Name</u>	<u>Definition</u>
5	ED BALANCE (D)	Total amount owed on the account, including principal, interest through the current date and any other accumulated fees.
6	PROJ/ACT CA (D)	Projected collection agency fees.
7	CA BALANCE (D)	Projected account balance due to the collection agency if the account is at the collection agency.
8	FIRST PAYMENT DUE DATE (O)	The date that the first payment is due. If entered by the user, it must be at least three weeks from the current date. MM/DD/YY format.
9	PAYMENT AMOUNT (O)	The total monthly payment due from the individual, including the scheduled monthly amount and any past due amounts. Up to seven digits, with two digits to the right of the decimal, for example: 12,345.67
10	STOP BILLING (O)	One-character field indicating whether or not to stop billing this individual. "Y" = Yes blank = No
11	LAST PAYMENT DATE (D)	The date on which the individual made his/her last payment.
12	LAST PAYMENT (D)	The total amount of the last payment made by the individual.

COLLECTIONS

2.14. OPTION 14: L117 - CLOSED SCHOOL TRACKING SCREEN

The Closed School Tracking Screen (L117) provides access to status and debt information for a Closed School Discharge account. It also allows users to add package activity codes and dates to track the receipt and process cycle of an application package from the borrower. It allows the user to add, modify, and delete debt tracking records, and enter “On Hold”, “Approved”, or “Denied” statuses.

(L117)		CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
REGION: 99		ACCT OWNER: XX999				HH:MM:SS	
ACCT NO: S999999999		SID: 999999		FORM TYPE: 9		SEQ NO: 99	
						FORM 1 OF 2	
PACKAGE ACTIVITY:							
FA : MM/DD/YY							
DEBT TRACKING:		LOAN				LENDER	
ACT	STATUS	DEBT ID	TYPE	DISB AMT	DISB DTE	ID	GA
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99				PAGE 1 OF 1	
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

Actual screen content and available options are determined by user authorization.

Note: Only ED users are able to process packages. For non-ED users, the package process option is protected.

2.14.1. Request an Application

Users can add an account that does not exist in the Discharge Area; i.e., handle a request for an application package.

1. Enter the account number (SSN) in the ACCT NO field using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, enter an “E” over the “S”.
2. Press **[ENTER]**.
3. Enter the student identification number (SID) from the application in the SID field. It must be a valid SID from the Closed School Listing.
4. Press **[ENTER]**.
5. Enter the one-character code for Closed School Discharge type of form sent to the borrower (form type) in the FORM TYPE field.

Valid form types are:

1	=	Closed School (Stafford/SLS)
2	=	Closed School (PLUS)
3	=	Ability to Benefit (Stafford/SLS)
4	=	Ability to Benefit (PLUS)

6. Press **[ENTER]**.
7. Status information and a message is displayed on the lower half of the screen.

COLLECTIONS

(L117)	CLOSED SCHOOL TRACKING SCREEN	MM/DD/YY
REGION: 99	ACCT OWNER: XX999	HH:MM:SS
ACCT NO: S999999999	SID: 999999	FORM TYPE: 9 SEQ NO: 99 FORM 1 OF 2
PACKAGE ACTIVITY:		
FA : MM/DD/YY		
DEBT TRACKING:	LOAN	LENDER GA
ACT STATUS DEBT ID	TYPE	DISB AMT DISB DTE ID CODE
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99 PAGE 1 OF 1
PRESS PF6 TO CONFIRM ADD OF CLOSED SCHOOL ACCOUNT.		
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180		

8. Press **[PF6]**.

9. Status information and a message is displayed on the lower half of the screen.

(L117)	CLOSED SCHOOL TRACKING SCREEN	MM/DD/YY
REGION: 99	ACCT OWNER: XX999	HH:MM:SS
ACCT NO: S999999999	SID: 999999	FORM TYPE: 9 SEQ NO: 99 FORM 1 OF 2
PACKAGE ACTIVITY:		
FA : MM/DD/YY		
DEBT TRACKING:	LOAN	LENDER GA
ACT STATUS DEBT ID	TYPE	DISB AMT DISB DTE ID CODE
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
—	—	—
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99 PAGE 1 OF 1
PROCESSED		
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180		

COLLECTIONS OPTIONS

10. If application is an unsolicited package, then change package activity field to “UP”.
11. Press **[ENTER]**.
12. Status information and a message is displayed on the lower half of screen.
13. Press **[ENTER]**.

(L117)		CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
REGION: 99		ACCT OWNER: XX999				HH:MM:SS	
ACCT NO: S999999999		SID: 999999		FORM TYPE: 9		SEQ NO: 99	
						FORM 1 OF 2	
PACKAGE ACTIVITY:							
UP : MM/DD/YY				FA: MM/DD/YY			
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID	GA CODE
—							
—							
—							
—							
—							
—							
—							
—							
—							
PROCESS PACKAGE Y/N: N				TOTAL REFUND AMOUNT: \$9.99		PAGE 1 OF 1	
PRESS PF6 TO CONFIRM PACKAGE ACTIVITY CHANGE.							
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

2.14.2. Add a Debt

Users can access the ACCT NO, SID, FORM TYPE, SEQ NO, ACT, and DEBT ID fields. ED users can access the PROCESS PACKAGE field.

1. Enter the account number (SSN) in the ACCT NO field using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, enter an “E” over the “S”.
2. Press **[ENTER]**.
3. Enter an “A” in the ACT field and a valid debt ID in the DEBT ID field.
4. Press **[ENTER]**.

COLLECTIONS

5. Status information and a message is displayed on the lower half of the screen.

(L117)	CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
	REGION: 99	ACCT OWNER: XX999			HH:MM:SS	
ACCT NO: S999999999		SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2	
PACKAGE ACTIVITY:						
XX : MM/DD/YY						
DEBT TRACKING:						
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER GA ID CODE
_A		G9999999999999999				
—		—				
—		—				
—		—				
—		—				
—		—				
—		—				
—		—				
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99			PAGE 1 OF 1	
PRESS PF6 TO ADD DEBT ; USE DEBT. MAINT. SCREEN (F120) TO SET LOC CODE TO (ED038)						
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180						

6. Press [PF6] to add a debt.

(L117)	CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
	REGION: 99	ACCT OWNER: XX999			HH:MM:SS	
ACCT NO: S999999999		SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2	
PACKAGE ACTIVITY:						
XX : MM/DD/YY						
DEBT TRACKING:						
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER GA ID CODE
—	UNDER REVIEW	G9999999999999999	XXXX	\$9.99	99/99/99	999999 XX999
—		—				
—		—				
—		—				
—		—				
—		—				
—		—				
—		—				
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99			PAGE 1 OF 1	
PROCESSED						
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180						

COLLECTIONS OPTIONS

2.14.3. Delete a Debt

Allows users to remove a debt from an Closed School Discharge account.

1. Enter the account number (SSN) in the ACCT NO field using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, enter an “E” over the “S”.
2. Press **[ENTER]**.
3. Enter a “D” in the ACT field next to the debt to be deleted.
4. Press **[ENTER]**.

(L117)		CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
		REGION: 99		ACCT OWNER: XX999		HH:MM:SS	
ACCT NO: S999999999		SID: 999999		FORM TYPE: 9		SEQ NO: 99	
						FORM 1 OF 2	
PACKAGE ACTIVITY:							
XX : MM/DD/YY							
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN	TYPE	DISB AMT	DISB DTE	LENDER GA
_D	UNDER REVIEW	G999999999999999	XXXX	\$9.99	99/99/99	999999	XX999
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99				PAGE 1 OF 1	
PRESS PF6 TO CONFIRM DELETE OF CLOSED SCHOOL DEBT							
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

5. Press **[PF6]**.

COLLECTIONS

(L117)	CLOSED SCHOOL TRACKING SCREEN		MM/DD/YY	
REGION: 99	ACCT OWNER: XX999		HH:MM:SS	
ACCT NO: S999999999	SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2
PACKAGE ACTIVITY:				
XX : MM/DD/YY				
DEBT TRACKING:				
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT
				DISB DTE
				LENDER ID
				GA CODE
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99		PAGE 1 OF 1
UPDATE THE ACTIVITY AND/OR DEBT-ID(S) INFO AND PRESS ENTER				
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180				

2.14.4. Select a Debt

Users can access the ACCT NO, SID, FORM TYPE, SEQ NO, ACT, and DEBT ID fields. ED users can access the PROCESS PACKAGE field.

1. Enter the account number (SSN) in the ACCT NO field using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", enter an "E" over the "S".
2. Press **[ENTER]**.
3. Enter an "S" in the ACT field next to the debt to be selected for denial.
4. Press **[ENTER]**.
5. The Closed School Review Screen (L118) is automatically displayed with the account and debt information. The cursor appears on the Student Loan Processing Center (SLPC) fields for modifications and/or updates. (Note: For ED users, the cursor appears on the ED fields.)

COLLECTIONS OPTIONS

```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          UID              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G99999999999999 LOAN TYPE: STAF      CURRENT STATUS: SLPC ON HOLD
ACCT NO: S999999999          SID: 022959    FORM TYPE: 1     SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00 DISB DATE: 03/03/89

BORROWER                 DATA BASE           SLPC           RSN             ED             RSN
AMT PAID TO ED:                   0.00         —             0.00         —
AMT PAID TO GA:                  3,560.31       3,560.31     —             3,560.00     —
AMT PAID TO LENDER:               0.00         0.00        —             0.00        —
OTHER PAYMENTS:                   0.00         0.00        —             0.00        —
APPROVE/DENY:
DENY REASONS:                     — — — — —     — — — — —
TOTAL REFUND:                    3,560.31     — — — — —     3,560.31     — —
COMAKER ACCOUNT(S)
```

6. If payments are changed, then a two-character reason code indicating the reason a payment field was changed must be entered. (Valid reason codes are BD, RL, RS, or RT).
7. Enter a “D” in the APPROVE/DENY field and valid denial reason code(s) in the DENY REASONS field(s) if the debt is to be denied for a particular reason (valid denial reason codes are 71 through 83).
8. Press **[ENTER]**.

COLLECTIONS

```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          UID              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G99999999999999 LOAN TYPE: STAF      CURRENT STATUS: SLPC ON HOLD
ACCT NO: S999999999          SID: 022959    FORM TYPE: 1     SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00 DISB DATE: 03/03/89


BORROWER                 DATA BASE           SLPC           RSN             ED             RSN
AMT PAID TO ED:                   0.00         —             0.00         —
AMT PAID TO GA:                  3,560.31       3,560.31     —             3,560.00     —
AMT PAID TO LENDER:               0.00         0.00        —             0.00        —
OTHER PAYMENTS:                   0.00         0.00        —             0.00        —
APPROVE/DENY:                     _D_                    —
DENY REASONS:                      — — — — —         — — — — —
TOTAL REFUND:                    3,560.31       — — — — —         3,560.31     —
COMAKER ACCOUNT(S)
```

9. Press **[PF4]** to review the denial letter.

[illegible]

COLLECTIONS OPTIONS

10. Press **[PF7]** to scroll forward or **[PF8]** to scroll backward.
11. Press **[PF3]** to return to the Closed School Review School (L118).

(L118)		CLOSED SCHOOL REVIEW SCREEN		UID		MM/DD/YY	
REGION: 04		ACCT OWNER: ED606				HH:MM:SS	
DEBT ID: G999999999999999		LOAN TYPE: STAF		CURRENT STATUS: SLPC ON HOLD			
ACCT NO: S999999999		SID: 022959		FORM TYPE: 1		SEQ NO: 00	
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH							
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90							
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00 DISB DATE: 03/03/89							
BORROWER	DATA BASE	SLPC	RSN	ED	RSN		
AMT PAID TO ED:		0.00	—	0.00	—		
AMT PAID TO GA:	3,560.31	3,560.31	—	3,560.00	—		
AMT PAID TO LENDER:	0.00	0.00	—	0.00	—		
OTHER PAYMENTS:	0.00	0.00	—	0.00	—		
APPROVE/DENY:		D		—			
DENY REASONS:		—	—	—	—		
TOTAL REFUND:	3,560.31	—	—	3,560.31	—		
COMAKER ACCOUNT(S)							
PRESS PF4 TO REVIEW LETTER, PF6 TO PROCESS OR PF5 TO CANCEL							
PF3-EXIT 13-L101 14-L102 15-L106 16-L109 17-L117 18-R103 19-R109 20-F180							

12. Press **[PF6]** to process.

Note: No further updates are allowed after **[PF6]** is pressed.

COLLECTIONS

```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          UID              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G9999999999999999 LOAN TYPE: STAF    CURRENT STATUS: SLPC ON HOLD
ACCT NO: S9999999999          SID: 022959     FORM TYPE: 1      SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00   DISB DATE: 03/03/89

BORROWER                 DATA BASE           SLPC           RSN             ED             RSN
AMT PAID TO ED:                   0.00         —             0.00         —
AMT PAID TO GA:                   3,560.31       3,560.31     —             3,560.00     —
AMT PAID TO LENDER:               0.00         0.00        —             0.00        —
OTHER PAYMENTS:                   0.00         0.00        —             0.00        —
APPROVE/DENY:
DENY REASONS:                     — — — — —     — — — — —
TOTAL REFUND:                    3,560.31     — — — — —     3,560.31     — —
COMAKER ACCOUNT(S)
```

13. Press **[PF17]** to return to the Closed School Tracking Screen (L117).

```
(L117)                                CLOSED SCHOOL TRACKING SCREEN                                MM/DD/YY
                                         REGION: 99                               ACCT OWNER: XX999          HH:MM:SS

ACCT NO: S999999999   SID: 999999   FORM TYPE: 9       SEQ NO: 99           FORM 1 OF 2

PACKAGE ACTIVITY:
XX : 99/99/99


DEBT TRACKING:
ACT      STATUS      DEBT ID      LOAN      DISB AMT    DISB DTE    LENDER      GA
         DENIED      9999999999999999  XXXX      $9.99      99/99/99    999999      CODE
         _____  _____  _____  _____
         _____  _____  _____  _____
         _____  _____  _____  _____
         _____  _____  _____  _____
         _____  _____  _____  _____
         _____  _____  _____  _____
         _____  _____  _____  _____
         _____  _____  _____  _____
         _____  _____  _____  _____

PROCESS PACKAGE Y/N: N              TOTAL REFUND AMOUNT:   $9.99                PAGE 1 OF 1

UPDATE THE ACTIVITY AND/OR DEBT-ID(S) INFO AND PRESS ENTER

PF03-EXIT  13-L101  14-L102  15-L106  16-L109  17-R103  18-R109  19-F180
```

COLLECTIONS OPTIONS

Note: Only ED users are able to process packages. For non-ED users, the package process option is protected.

14. Enter “Y” in the PROCESS PACKAGE field to complete the process.
15. Press **[ENTER]**.
16. Enter an “S” in the ACT field next to the debt to be selected for approval.
17. Press **[ENTER]**.
18. The Closed School Review Screen (L118) is displayed with the account and debt information. The cursor appears on the SLPC fields for modifications and/or updates. (**Note:** For ED users, the cursor appears on the ED fields.)
19. If payments are changed, then a two-character reason code indicating the reason a payment field was changed must be entered (valid reason codes are BD, RL, RS, or RT).
20. Enter an “A” in the APPROVE/DENY field if the debt is to be approved.

Note: When entering amounts, the decimal field will be populated after **[ENTER]** is pressed.

21. Press **[ENTER]**.
22. Press **[PF6]** to process.
23. Press **[PF17]** to return to the Closed School Tracking Screen (L117).

COLLECTIONS

(L117)	CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
	REGION: 99	ACCT OWNER: XX999			HH:MM:SS	
ACCT NO: S999999999	SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2		
PACKAGE ACTIVITY:						
XX : 99/99/99						
DEBT ACT	TRACKING: STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID
—	DENIED	999999999999	XXXX	\$9.99	99/99/99	999999
—						
—						
—						
—						
—						
—						
—						
PROCESS PACKAGE Y/N: N				TOTAL REFUND AMOUNT: \$9.99	PAGE 1 OF 1	
UPDATE THE ACTIVITY AND/OR DEBT-ID(S) INFO AND PRESS ENTER						
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180						

Note: Only ED users are able to process packages. For non-ED users, the package process option is protected.

24. Enter “Y” in the PROCESS PACKAGE field to complete the process.
25. Press [ENTER].

2.14.5. Debt Under Review

Allows users to assign “Under Review” status to a debt from a Closed School Discharge account.

1. Enter the account number (SSN) in the ACCT NO field using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, enter an “E” over the “S”.
2. Press [ENTER].

COLLECTIONS OPTIONS

3. Enter an “R” in the ACT field next to the debt to assign “Under Review” status.
4. Press [ENTER].

(L117)	CLOSED SCHOOL TRACKING SCREEN						MM/DD/YY
	REGION: 99	ACCT OWNER: XX999				HH:MM:SS	
ACCT NO: S999999999		SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2		
PACKAGE ACTIVITY:							
XX: 99/99/99							
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID CODE	
R		G999999999999999	XXXX	\$9.99	99/99/99	999999 XX999	
—		—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99			PAGE 1 OF 1		
PRESS PF6 TO CONFIRM SET STATUS TO UNDER REVIEW							
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

5. Press [PF6] to change status to “Under Review”.

(L117)	CLOSED SCHOOL TRACKING SCREEN						MM/DD/YY
	REGION: 99	ACCT OWNER: XX999				HH:MM:SS	
ACCT NO: S999999999		SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2		
PACKAGE ACTIVITY:							
XX : 99/99/99							
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID CODE	
—	UNDER	G999999999999999	XXXX	\$9.99	99/99/99	999999 XX999	
—	REVIEW	—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
—		—	—	—	—	—	
PROCESS PACKAGE Y/N: N		TOTAL REFUND AMOUNT: \$9.99			PAGE 1 OF 1		
UPDATE THE ACTIVITY AND/OR DEBT-ID(S) INFO AND PRESS ENTER							
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

COLLECTIONS

2.14.6. Debt on Hold

Allows users to assign “On Hold” status to a debt from an Closed School Discharge account.

1. Enter the account number (SSN) in the ACCT NO field using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, enter an “E” over the “S”.
2. Press **[ENTER]**.
3. Enter an “H” in the ACT field next to the debt to assign “On Hold” status.
4. Press **[ENTER]**.

(L117)		CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
REGION: 99		ACCT OWNER: XX999				HH:MM:SS	
ACCT NO: S999999999		SID: 999999		FORM TYPE: 9		SEQ NO: 99	
						FORM 1 OF 2	
PACKAGE ACTIVITY:							
XX : 99/99/99							
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID	GA CODE
H		G999999999999999	XXXX	\$9.99	99/99/99	999999	XX999
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
PROCESS PACKAGE Y/N: N				TOTAL REFUND AMOUNT: \$9.99		PAGE 1 OF 1	
PRESS PF6 TO CONFIRM SET STATUS TO ON HOLD							
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

COLLECTIONS OPTIONS

5. Press [PF6] to change status to "On Hold".

(L117)	CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
	REGION: 99		ACCT OWNER: XX999		HH:MM:SS	
ACCT NO: S999999999		SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2	
PACKAGE ACTIVITY:						
XX : 99/99/99						
DEBT TRACKING:						
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID
---	ON HOLD	G9999999999999999	XXXX	\$9.99	99/99/99	999999
---		-----				
---		-----				
---		-----				
---		-----				
---		-----				
---		-----				
---		-----				
PROCESS PACKAGE Y/N: N				TOTAL REFUND AMOUNT: \$9.99		PAGE 1 OF 1
UPDATE THE ACTIVITY AND/OR DEBT-ID(S) INFO AND PRESS ENTER						
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180						

COLLECTIONS

(L117)		CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
REGION: <1>		ACCT OWNER: <2>				HH:MM:SS	
ACCT NO: <3>		SID: <4>		FORM TYPE: <5>		SEQ NO: <6> FORM 1 OF 2	
PACKAGE ACTIVITY: <7>							
XX : 99/99/99							
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID	GA CODE
<8>	<9>	<10>	<11>	<12>	<13>	<14>	<15>
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
PROCESS PACKAGE Y/N: <16>		TOTAL REFUND AMOUNT: <17>		PAGE 1 OF 1			
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

FIELD CONTENT - L117 - CLOSED SCHOOL TRACKING SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION (D)	The two-character region ID: 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco
	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code.
3	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number
4	SID (D)	School Identification Number.
5	FORM TYPE (D)	The one-character code for Closed School Discharge type of form sent to the borrower: 1 = Closed School - Stafford/SLS 2 = Closed School - PLUS 3 = Ability to Benefit - Stafford/SLS 4 = Ability to Benefit - PLUS

COLLECTIONS OPTIONS

(L117)		CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
REGION: <1>		ACCT OWNER: <2>				HH:MM:SS	
ACCT NO: <3>		SID: <4>		FORM TYPE: <5>		SEQ NO: <6> FORM 1 OF 2	
PACKAGE ACTIVITY: <7>							
XX : 99/99/99							
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID	GA CODE
<8>	<9>	<10>	<11>	<12>	<13>	<14>	<15>
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
—		—					
PROCESS PACKAGE Y/N: <16>		TOTAL REFUND AMOUNT: <17>		PAGE 1 OF 1			
PF03-EXIT 13-L101 14-L102 15-L106 16-L109 17-R103 18-R109 19-F180							

	Field Name	Definition
6	SEQ NO (D)	Two-digit integer to qualify multiple form types for the same borrower and school.
7	PACKAGE ACTIVITY (D)	Two-character code indicating the current activity of the application package in the processing cycle: FA = Add form type per borrower request FM = Form mailed to borrower PR = Package received at SLPC PI = Package returned to borrower - incomplete application RD = Package on hold to ED RR = Documentation retrieval requested IR = Information received/returned PM = Package mailed to ED PE = Package received by ED UP = Unsolicited package PC = Package complete followed by the date the activity code was entered.
8	ACT (M)	One-character debt level action code: A = Add debt D = Delete debt S = Select debt R = Under review H = On hold

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
9	STATUS (D)	Current status of the debt under review in the review cycle: “Under Review” “On Hold “ “Approved” “Denied”
10	DEBT ID (M/O/D)	The sixteen-character debt ID.
11	LOAN TYPE (O/D)	The four-character type of GSL loan (STAF, SLS or PLUS).
12	DISB AMT (O/D)	The amount disbursed to the borrower by the lending institution.
13	DISB DTE (O/D)	The date of the last disbursement in MM/DD/YY format.
14	LENDER ID (O/D)	The six-character identification number of the claiming lender for the debt.
15	GA CODE (O/D)	The four-character guaranty agency identification number.
16	PROCESS PACKAGE Y/N (O/D)	The one-character flag indicating whether to initiate the loan approved/generate refund process or the loan denied process. Y = Process package N = Do not process package or non-ED users, this field displays “N” and is protected. For ED users, this field displays “N” and is unprotected.
17	TOTAL REFUND AMOUNT (D)	The total amount to be refunded to the borrower for all debts approved for discharge for the specified form type.

The Closed School Review Screen (L118) provides access to account, debt, and program-specific information. For non-ED users, L118 allows users to change any payment dollar amounts in the SLPC column. For ED users, L118 allows users to view original payment data and data reviewed by the SLPC and change any payment dollar amounts in the ED column.

Actual screen content and available options are determined by user authorization.

The Closed School Letter Review Screen (L119) will display the denial letter for review by the user when **[PF4]** is pressed on the Closed School Review Screen (L118) for a denial.

COLLECTIONS

(L119)	CLOSED SCHOOL LETTER REVIEW SCREEN	MM/DD/YY HH:MM:SS
LINE NUMBER: 999		

RE: CLOSED SCHOOL		
SSN: 999-99-9999		
DEBT NO: G9999999999999		
DEAR XXXXXXXX,		
THIS LETTER ACKNOWLEDGES RECEIPT OF YOUR SWORN STATEMENT REQUESTED DISCHARGE OF FEDERAL FAMILY EDUCATION LOAN(S) DUE TO THE CLOSURE OF THE SCHOOL ATTENDED WITH THE LOAN(S). AFTER A THOROUGH REVIEW OF YOUR APPLICATION, THE U.S. DEPARTMENT OF EDUCATION HAS DETERMINED THAT YOU DO NOT QUALIFY FOR CLOSED SCHOOL LOAN DISCHARGE FOR THE FOLLOWING REASONS:		
XX		
XX		
XX		
XX		
XX		
XX		
XX		

TOTAL LINES: 99		
PF3-EXIT PF7 - FORWARD PF8 - BACKWARD		

2.15.1. To Review the Letter

1. On the Closed School Tracking Screen (L117), enter the account number (SSN) in the ACCT NO field using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", enter an "E" over the "S".
2. Press **[ENTER]**.
3. Enter an "S" in the ACT field next to the debt to be selected for denial.
4. Press **[ENTER]**.
5. The Closed School Review Screen (L118) is automatically displayed with the account and debt information. The cursor appears on the SLPC fields for modifications and/or updates. (Note: For ED users, the cursor appears on the ED fields.)

COLLECTIONS OPTIONS

```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          UID              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G9999999999999999   LOAN TYPE: STAF      CURRENT STATUS: SLPC ON HOLD
ACCT NO: S999999999          SID: 022959    FORM TYPE: 1     SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90   WITHDRAWAL DATE: 01/30/90   WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90   DISB AMOUNT: 2,625.00    DISB DATE: 03/03/89

BORROWER               DATA BASE           SLPC        RSN             ED             RSN
AMT PAID TO ED:                    0.00         —             0.00         —
AMT PAID TO GA:                   3,560.31       3,560.31     —             3,560.00     —
AMT PAID TO LENDER:                 0.00         0.00         —             0.00         —
OTHER PAYMENTS:                     0.00         0.00         —             0.00         —
APPROVE/DENY:                      _D_                  —
DENY REASONS:                       — — — — —         — — — — —
TOTAL REFUND:                      3,560.31       — — — — —         3,560.31
COMAKER ACCOUNT(S)
```

6. If payments are changed, then a two-character reason code indicating the reason a payment was changed must be entered (valid reason codes are BD, RL, RS, or RT).

Note: When entering amounts, the decimal field will be populated after **[ENTER]** is pressed.

7. Enter a “D” in the APPROVE/DENY field and valid denial reason code(s) in the DENY REASONS field(s) if the debt is to be denied.
8. Press **[ENTER]**.

```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          CXA              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G99999999999999 LOAN TYPE: STAF    CURRENT STATUS: SLPC ON HOLD
ACCT NO: S999999999      SID: 022959     FORM TYPE: 1       SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00   DISB DATE: 03/03/89


BORROWER                 DATA BASE           SLPC           RSN               ED               RSN
AMT PAID TO ED:                   0.00         —             0.00         —
AMT PAID TO GA:                  3,560.31      3,560.31     —             3,560.00     —
AMT PAID TO LENDER:              0.00         0.00        —             0.00        —
OTHER PAYMENTS:                  0.00         0.00        —             0.00        —
APPROVE/DENY:                                D                     —
DENY REASONS:                    — — — — —      — — — — —
TOTAL REFUND:                    3,560.31      — — — — —      — — — — —
COMAKER ACCOUNT(S)
```

9. Press **[PF4]** to review denial letter.
10. Press **[PF7]** to scroll forward or **[PF8]** to scroll backward.

2.15.2. To Process Package

Note: Only ED users are able to process packages. For non-ED users, the package process option is protected.

1. On the Closed School Tracking Screen (L117), enter the account number (SSN) in the ACCT NO field using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, enter an “E” over the “S”.
2. Press **[ENTER]**.
3. Enter an “S” in the ACT field next to the debt to be selected for approval.
4. Press **[ENTER]**.

COLLECTIONS OPTIONS

5. The Closed School Review Screen (L118) is automatically displayed with the account and debt information. The cursor appears on the SLPC fields for modifications and/or updates. (Note: For ED users, the cursor appears on the ED fields.)

(L118)		CLOSED SCHOOL REVIEW SCREEN		UID	MM/DD/YY
REGION: 04		ACCT OWNER: ED606			HH:MM:SS
DEBT ID: G999999999999999		LOAN TYPE: STAF	CURRENT STATUS: SLPC ON HOLD		
ACCT NO: S9999999999		SID: 022959	FORM TYPE: 1	SEQ NO: 00	
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH					
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90					
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00 DISB DATE: 03/03/89					
BORROWER	DATA BASE	SLPC	RSN	ED	RSN
AMT PAID TO ED:		0.00	—	0.00	—
AMT PAID TO GA:	3,560.31	3,560.31	—	3,560.00	—
AMT PAID TO LENDER:	0.00	0.00	—	0.00	—
OTHER PAYMENTS:	0.00	0.00	—	0.00	—
APPROVE/DENY:		—		—	
DENY REASONS:		— — — — —		— — — — —	
TOTAL REFUND:	3,560.31			3,560.31	
COMAKER ACCOUNT(S)					
PF3-EXIT 13-L101 14-L102 15-L106 16-L109 17-L117 18-R103 19-R109 20-F180					

6. If payments are changed then a two-character reason code indicating the reason a payment field was changed must be entered. (Valid reason codes are BD, RL, RS, or ST).

Note: When entering amounts, the decimal field will be populated after [ENTER] is pressed.

7. Enter an "A" in the APPROVE/DENY field.
8. Press [ENTER].


```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          UID              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G9999999999999999999   LOAN TYPE: STAF      CURRENT STATUS: SLPC ON HOLD
ACCT NO: S9999999999           SID: 022959    FORM TYPE: 1     SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90   WITHDRAWAL DATE: 01/30/90   WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90   DISB AMOUNT: 2,625.00    DISB DATE: 03/03/89


BORROWER                 DATA BASE                  SLPC               RSN                   ED                    RSN
AMT PAID TO ED:                               0.00                —                     0.00                —
AMT PAID TO GA:                3,560.31         3,560.31        —                 3,560.00            —
AMT PAID TO LENDER:              0.00                0.00            —                     0.00                —
OTHER PAYMENTS:                  0.00                0.00            —                     0.00                —
APPROVE/DENY:                      _A_                       —                     —
DENY REASONS:                                — — — — —           — — — — —
TOTAL REFUND:                3,560.31         — — — — —           — — — — —
COMAKER ACCOUNT(S)
```

9. Press **[PF6]** to process.

Note: No further updates are allowed after **[PF6]** is pressed.

COLLECTIONS OPTIONS

```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          UID              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G99999999999999 LOAN TYPE: STAF      CURRENT STATUS: SLPC ON HOLD
ACCT NO: S999999999     SID: 022959    FORM TYPE: 1   SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00 DISB DATE: 03/03/89


BORROWER                 DATA BASE           SLPC           RSN               ED               RSN
AMT PAID TO ED:                   0.00         ————           0.00         ————
AMT PAID TO GA:       3,560.31     3,560.31     ————           3,560.00     ————
AMT PAID TO LENDER:        0.00         0.00         ————           0.00         ————
OTHER PAYMENTS:            0.00         0.00         ————           0.00         ————
APPROVE/DENY:                      _A_                     -
DENY REASONS:                   — — — — — — — — — — — — — — — — — — — — — —
TOTAL REFUND:       3,560.31     — — — — — — — — — — — — — — — — — — — — — —
COMAKER ACCOUNT(S)
```

10. Press **[PF17]** to generate approved refund transactions.

Note: Don't complete package process until all debts have been reviewed.

COLLECTIONS

(L117)		CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
		REGION: 99		ACCT OWNER: XX999		HH:MM:SS	
ACCT NO: S999999999		SID: 999999		FORM TYPE: 9		SEQ NO: 99	
						FORM 1 OF 2	
PACKAGE ACTIVITY:							
XX : 99/99/99							
DEBT	TRACKING:		LOAN			LENDER	GA
ACT	STATUS	DEBT ID	TYPE	DISB AMT	DISB DTE	ID	CODE
—	APPROVED	9999999999	XXXX	\$9.99	99/99/99	999999	XX999
—							
—							
—							
—							
—							
—							
—							
—							
PROCESS PACKAGE Y/N: N				TOTAL REFUND AMOUNT:		\$9.99	
						PAGE 1 OF 1	
PACKAGE REVIEW COMPLETE; APPROVED REFUND TRANSACTIONS ARE READY TO PROCESS							

Note: Only after all debts are processed can an ED-user enter “Y” in the PROCESS PACKAGE field.

11. Repeat steps 1 - 9 for the next debt to be approved.
12. Enter “Y” in the PROCESS PACKAGE Y/N field to generate approved refund transactions.
13. Press [ENTER].

COLLECTIONS OPTIONS

(L117)	CLOSED SCHOOL TRACKING SCREEN					MM/DD/YY	
	REGION: 99		ACCT OWNER: XX999			HH:MM:SS	
ACCT NO: S999999999		SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2		
PACKAGE ACTIVITY:							
PC : 99/99/99							
DEBT TRACKING:							
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID	GA CODE
—	APPROVED	G199409000154701	SLS	\$813.00	02/08/90	811304	VA751
—	APPROVED	G199309052515301	STAF	1,313.00	01/31/90	899986	DC611
—		_____					
—		_____					
—		_____					
—		_____					
—		_____					
—		_____					
—		_____					
PROCESS PACKAGE Y/N: Y				TOTAL REFUND AMOUNT:	\$0.00	PAGE 1 OF 1	
APPROVED REFUND TRANSACTIONS ARE GENERATED							

Note: The Total Refund Amount field will be populated with the total refund amount of both debts selected for approval.

COLLECTIONS

(L117)	CLOSED SCHOOL TRACKING SCREEN				MM/DD/YY	
	REGION: 99	ACCT OWNER: XX999			HH:MM:SS	
ACCT NO: S999999999		SID: 999999	FORM TYPE: 9	SEQ NO: 99	FORM 1 OF 2	
PACKAGE ACTIVITY:						
PE : 99/99/99						
DEBT TRACKING:						
ACT	STATUS	DEBT ID	LOAN TYPE	DISB AMT	DISB DTE	LENDER ID GA CODE
—	APPROVED	G199409000154701	SLS	\$813.00	02/08/90	811304 VA751
—	APPROVED	G199309052515301	STAF	\$1,313.00	01/31/90	899986 DC611
—						
—						
—						
—						
—						
—						
—						
PROCESS PACKAGE Y/N: Y				TOTAL REFUND AMOUNT: \$0.00	PAGE 1 OF 1	
PACKAGE REVIEW COMPLETE; APPROVED REFUND TRANSACTIONS ARE READY TO PROCESS						

2.15.3. To Cancel the Process

1. On the Closed School Tracking Screen (L117), enter the account number (SSN) in the ACCT NO field using the appropriate prefix (“E” or “S”) followed by nine numbers. An “S” is displayed on the screen automatically as the first character of the account number. If the account number begins with an “E”, enter an “E” over the “S”.
2. Press **[ENTER]**.
3. Enter an “S” in the ACT field next to the debt to be selected for denial.
4. Press **[ENTER]**.
5. The Closed School Review Screen (L118) is automatically displayed with the account and debt information. The cursor appears on the SLPC fields for modifications and/or updates. (Note: For ED users, the cursor appears on the ED fields.)

6. Enter a “D” in the APPROVE/DENY field and valid denial reason code(s) in the DENY REASONS field(s) if the debt is to be denied.
7. Press **[ENTER]**.

COLLECTIONS

```
( L118 )                CLOSED SCHOOL REVIEW SCREEN          UID              MM/DD/YY
                        REGION: 04             ACCT OWNER: ED606            HH:MM:SS

DEBT ID: G99999999999999 LOAN TYPE: STAF      CURRENT STATUS: SLPC ON HOLD
ACCT NO: S999999999          SID: 022959    FORM TYPE: 1     SEQ NO: 00
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00 DISB DATE: 03/03/89


BORROWER                 DATA BASE           SLPC           RSN             ED             RSN
AMT PAID TO ED:                      0.00         —             0.00         —
AMT PAID TO GA:                   3,560.31       3,560.31     —             3,560.00     —
AMT PAID TO LENDER:                  0.00         0.00        —             0.00        —
OTHER PAYMENTS:                     0.00         0.00        —             0.00        —
APPROVE/DENY:                          _D_                    —
DENY REASONS:                       — — — — —         — — — — —
TOTAL REFUND:                   3,560.31     — — — — —         3,560.31     —
COMAKER ACCOUNT(S)
```

8. Press **[PF5]** to cancel.

(L118)	CLOSED SCHOOL REVIEW SCREEN	UID	MM/DD/YY		
	REGION: 04	ACCT OWNER: ED606	HH:MM:SS		
DEBT ID: G999999999999999	LOAN TYPE: STAF	CURRENT STATUS:	SLPC ON HOLD		
ACCT NO: S999999999	SID: 022959	FORM TYPE: 1	SEQ NO: 00		
SCHOOL: AMERICAN CAREER TRAINING TRAVEL SCH					
CLOSE DATE: 03/29/90 WITHDRAWAL DATE: 01/30/90 WITHDRAWAL & 90: 04/30/90					
DEBT ASSIGNED: 12/01/90 DISB AMOUNT: 2,625.00 DISB DATE: 03/03/89					
BORROWER	DATA BASE	SLPC	RSN	ED	RSN
AMT PAID TO ED:		0.00	—	0.00	—
AMT PAID TO GA:	3,560.31	3,560.31	—	3,560.00	—
AMT PAID TO LENDER:	0.00	0.00	—	0.00	—
OTHER PAYMENTS:	0.00	0.00	—	0.00	—
APPROVE/DENY:		—		—	
DENY REASONS:		— — — — —		— — — — —	
TOTAL REFUND:	3,560.31			3,560.31	
COMAKER ACCOUNT(S)					
PF3-EXIT 13-L101 14-L102 15-L106 16-L109 17-L117 18-R103 19-R109 20-F180					

COLLECTIONS OPTIONS

(L118)		CLOSED SCHOOL REVIEW SCREEN		UID		MM/DD/YY	
REGION: <1>		ACCT OWNER: <2>				HH:MM:SS	
DEBT ID: <3>		LOAN TYPE: <4>		CURRENT STATUS: <5>			
ACCT NO: <6>		SID: <7>		FORM TYPE: <8>		SEQ NO: <9>	
SCHOOL: <10>							
CLOSE DATE: <11>		WITHDRAWAL DATE: <12>		WITHDRAWAL & 90: <13>			
DEBT ASSIGNED: <14>		DISB AMOUNT: <15>		DISB DATE: <16>			
BORROWER		DATA BASE		SLPC		RSN	
AMT PAID TO ED:		<17>		<23>		ED	
AMT PAID TO GA:		<18>		---		RSN	
AMT PAID TO LENDER:		<19>		---		---	
OTHER PAYMENTS:		<20>		---		---	
APPROVE/DENY:		<21>		---		---	
DENY REASONS:		<22>		---		---	
TOTAL REFUND:		<24>		---		---	
COMAKER ACCOUNT(S)		<25>		---		---	
PF3-EXIT 13-L101 14-L102 15-L106 16-L109 17-L117 18-R103 19-R109 20-F180							

FIELD CONTENT - L118 - CLOSED SCHOOL REVIEW SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION (D)	The two-character region ID. 00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco
2	ACCT OWNER (D)	The five-character owner code, equivalent to the old location code.
3	DEBT ID (D)	The sixteen-character debt ID.
4	LOAN TYPE (D)	The four-character type of GSL loan (STAF, SLS, or PLUS).
5	CURRENT STATUS (D)	Current status of the debt under review in the review cycle: "Under Review" "On Hold" "Approved" "Denied"

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
6	ACCT NO (D)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number
7	SID (D - SLPC, O - ED only)	School Identification Number.
8	FORM TYPE (D)	The one-character code for Closed School Discharge type of form sent or to be sent to the borrower: 1 = Closed School - Stafford/SLS 2 = Closed School - PLUS 3 = Ability to Benefit - Stafford/SLS 4 = Ability to Benefit - PLUS 5 = Unauthorized Signature
9	SEQ NO (D)	Two-digit integer to qualify multiple form-types for the same borrower and school.
10	SCHOOL (D - SLPC, O - ED only)	The name of the closed school
11	CLOSE DATE (D)	The date that the school closed. From the Closed School Master in file MM/DD/YY format.
12	WITHDRAWAL DATE (D)	Date of the debtor's withdrawal from the educational institution in MM/DD/YY format.
13	WITHDRAWAL & 90 (D)	Date of the debtor's withdrawal from the educational institution plus 90 days in MM/DD/YY format.
14	DEBT ASSIGNED (D)	The date the debt was assigned to ED for default in MM/DD/YY format.
15	DISB AMOUNT (D)	The amount disbursed to the borrower by the lending institution.
16	DISB DATE (D)	The date of the last disbursement in MM/DD/YY format.
17	AMT PAID TO ED (O)	The amount paid by the borrower to the Department. Calculated as the grand total of all the payment amounts for this debt from the PAYDTL records.
18	AMT PAID TO GA (O)	The amount collected by the guarantee agency from the borrower.
19	AMT PAID TO LENDER (O)	The amount paid by the borrower to the lender. Calculated as the disbursement amount of the loan minus the amount paid to the claiming lender by the GA.
20	OTHER PAYMENTS (O)	A blank field that may be filled with other payments made by the borrower.

COLLECTIONS OPTIONS

(L118)		CLOSED SCHOOL REVIEW SCREEN		UID		MM/DD/YY	
REGION: <1>		ACCT OWNER: <2>				HH:MM:SS	
DEBT ID: <3>		LOAN TYPE: <4>		CURRENT STATUS: <5>			
ACCT NO: <6>		SID: <7>		FORM TYPE: <8>		SEQ NO: <9>	
SCHOOL: <10>							
CLOSE DATE: <11>		WITHDRAWAL DATE: <12>		WITHDRAWAL & 90: <13>			
DEBT ASSIGNED: <14>		DISB AMOUNT: <15>		DISB DATE: <16>			
BORROWER		DATA BASE		SLPC		RSN	
AMT PAID TO ED:		<17>		<23>		ED	
AMT PAID TO GA:		<18>		---		RSN	
AMT PAID TO LENDER:		<19>		---		---	
OTHER PAYMENTS:		<20>		---		---	
APPROVE/DENY:		<21>		---		---	
DENY REASONS:		<22>		---		---	
TOTAL REFUND:		<24>		---		---	
COMAKER ACCOUNT(S)		<25>		---		---	
PF3-EXIT 13-L101 14-L102 15-L106 16-L109 17-L117 18-R103 19-R109 20-F180							

	Field Name	Definition
21	APPROVE/DENY (M)	A one-character indicator that denotes whether the loan is approved for discharge or denied: A = Approved D = Denied
22	DENY REASONS (O/M)	The two-character reason code indicating the reason a loan is denied discharge: 71 = Leave of absence 72 = Different school closure date 73 = Program terminated 74 = Student transferred academic credits 75 = Program completed through teach out 76 = Loan is not Federal Family Education Loan Program (FFEL) 77 = Student withdrew more than 90 days prior to closure 78 = Student did not receive diploma 79 = Loan disbursed prior to 1/1/86 80 = Student completed program of study 81 = Different withdrawal date 82 = Not on cumulative list 83 = Quality of facilities/placement service

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
23	RSN (O)	The two-character reason code indicating the reason a payment field was changed: BD = Borrower documentation RL = Refund from lender RS = Refund from school RT = Reimbursement from third party
24	TOTAL REFUND (D)	The total refund payment to be made to the borrower when the loan is "Approved". The sum of the payments for that column.
25	COMAKER ACCOUNT(S) (D)	The amount paid by the comaker to the Department.

COLLECTIONS OPTIONS

[illegible]

FIELD CONTENT - L119 - CLOSED SCHOOL LETTER REVIEW SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	RE (D)	The closed school text that describes the type of application being denied: Closed School Ability of Benefit Unauthorized Signature
2	SSN (D)	The ten-character account ID.
3	DEBT NO (D)	The sixteen-character debt ID.
4	LETTER TEXT (D)	The body text of the denial letter from the denial letter template and the denial reason(s) template.
5	TOTAL LINES (D)	The current length, in lines, of the denial letter selected.

The On-Line Query Screen provides users with a means of creating their own ad-hoc reports using various selection criteria.

(L120)	ON-LINE QUERY (2 OF 2)	MM/DD/YY
	INCL? SORT#/A-D	RPT# HH:MM
TOP STAT	___	___
FDP STAT	___	___
ICRP STAT	___	___
SERVICER ID	___	___
ACADEMIC YEAR	___	___
CLOSE REASON	___	___
COMAKER/PRIMARY	___	___
DAY PHONE	___ NIGHT PHONE ___	___

COLLECTIONS OPTIONS

1. Enter the selection criterion (ACCT TYPE, ACCT OWNER, etc.) in the fields in the left section of the screen. Many selection criterion may be entered; only one is required.

Data should be entered following the examples and comments below:

<u>Field Name</u>	<u>Data Entry Examples</u>		
ACCT OWNER and DEBT LOC CODE	ED601	AG460	SP000
ACCT BALANCE and DEBT BALANCE (Negative numbers may be entered. Decimal points and cents are not allowed.)	100	500	-15000
AGE OF DEBT and DELINQUENT DAYS	15	25	45
NEVER PAID	Y		
Enter Y to select only Never Paid accounts, otherwise leave blank.			
TOP STAT and FDP STAT	93 3	90 1	
The TOP and FDP status fields are entered in YY S format where YY is the year and S is a valid TOP or FDP status code.			
LENDER NUMBER, SCHOOL NUMBER and GA NUMBER			
Must be a valid lender, school, or guaranty agency number. Remember that school numbers for one loan program may be used for a different school under another loan program.			
ASSIGN/CLOSE	A	C	
Enter A for assigned NDSL debts only, C for NDSL closed school debts only.			
CLOSE REASON	WO	PF	
COMAKER/PRIMARY	C	P	
Must be a C for comaker-only debts, a P for primary-only debts, or a space for both.			
DAY PHONE and NIGHT PHONE	Y		
Enter Y in Day Phone to select only those accounts having a day phone number. Enter Y in Night Phone to select only those accounts having a night phone number. Enter Y in both fields to select only those accounts having both a Day Phone and a Night Phone.			
ZIP CODE	22201		
Enter a valid ZIP code or ZIP code range.			
ACCT NAME	Y		
Enter a Y in the INCL? column to include the Account Name on the report. You may not select by Account Name.			

COLLECTIONS

PF7 and PF8 keys are used to toggle between the two screens for data entries.

Note: Multiple selection criterion may be entered, but care should be used as it may produce unexpected results. In order for an account to be included on the On-Line Query (OLQ) Report, it must meet **all** the selection criterion.

2. Press [ENTER].
 - a. A “Y” will be filled in the INCL? column of every field selected and successfully edited.
 - b. If any selected field failed the edit, it will return highlighted without a “Y” in the INCL? column.
 - c. Once all the fields are successfully edited, the system will place a “Y” in the INCL? column.

Note: All fields on the two screens can be included on the OLQ Report. However, reports kept to one line per account or debt are easier to read and reduce the length of the report.

3. The system will edit the user-entered sort selection criteria as follows:
 - a. Test the sort keys to be consecutive and non-duplicate.
 - b. Upon successful edit, test the sort order column (A-D) for valid entries “A” or “D”. If a sort key has no sort order, or if a sort order other than “A” or “D”, the system sets the default value “A”.
 - c. If there are no sort key entries, the system sets the default sort keys and default sort order to “A”.
 - d. If a sort field is not selected or included in the report, the system will include it by setting the INCL? field to “Y”.

Note: Reports containing data for all three regions are sorted in region order, then in user specified or default sort order.

COLLECTIONS OPTIONS

4. The automatic report number generation functions as follows:
 - a. When report numbers are not entered, the system uses default or user entered sort keys as the starting report numbers and generates the rest for all other selected fields in ascending order of the two screens. In this option, the SSN field will not retain the primary position, but will follow the sort fields.
 - b. When report numbers are entered, the system uses the highest report number to calculate for other selected fields without report numbers, in ascending order of the two screens. The SSN (unless changed manually) will keep its primary position.
 - c. The report function allows for additions, changes, and deletions in consecutive executions. Automatic resequencing adjusts the report numbers accordingly.
5. If no data errors are found, the user is prompted to press **[PF6]** to submit the report.

Note: The input account data used by the OLQ is stored on magnetic tape by region and can only be accessed one job at a time. All OLQ requests are processed in order of request, one job per region at a time.

Users cannot stop an OLQ report once **[PF6]** is pressed.

The account data used as input by OLQ is created weekly. Accrued interest and other data will not be completely current on the report. The account and debt balances will not exactly match the balances displayed on the Collection and Research screens.

OLQ reports fewer than fifteen pages will print locally. Longer reports are printed at the SLPC and are sent to the requestor via overnight delivery.

The OLQ function allows the user to create reports based on any desired combination of available data. However, due to the amount of information available, the user should take caution in the request. The user should be aware that complex selection and sort instructions can easily produce unexpected results. Due to the large volume of data, vague requests will produce very large reports.

COLLECTIONS

(L120)		ON-LINE QUERY (1 OF 2)						MM/DD/YY		
REGION	<1>						INCL?	SORT#/A-D	RPT#	HH:MM
ACCT TYPE	<2>	DEBT TYPE	<3>	<4>	<5>	<6>			<7>	
		LOAN TYPE	<8>							
ACCT OWNER	LOW <9>__	HIGH	<10>__							
COLLECTOR NUMBER	LOW <11>__	HIGH	<12>__							
ACCT PRIOR OWNER	LOW <13>__	HIGH	<14>__							
DEBT LOC CODE	LOW <15>__	HIGH	<16>__							
DEBT LOC DATE	LOW <17>__	HIGH	<18>__							
ACCT BALANCE	LOW <19>__	HIGH	<20>__							
DEBT BALANCE	LOW <21>__	HIGH	<22>__							
AGE OF DEBT	LOW <23>__	HIGH	<24>__							
DELINQUENT DAYS	LOW <25>__	HIGH	<26>__							
ZIP CODE	LOW <27>__	HIGH	<28>__							
NEVER PAID	<29>__									
LENDER NUMBER	<30>__									
SCHOOL NUMBER	<31>__									
GA NUMBER	<32>__									
ASSIGN/CLOSE	<33>__									
DETAIL/SUMMARY	<34>__									
ACCT NAME	<35>__									
SSN	<38>__								01	
REPORT TITLE	<39>__									

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FIELD CONTENT - L120 - ON-LINE QUERY

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	Field Name	Definition
1	REGION (M)	Two-character region ID: 04 = Atlanta 05 = Chicago 09 = San Francisco; or ALL = Headquarters only Headquarter users can select any region code. Therefore, this field will be open for data entry. For region users, this field will be pre-filled with the user's region code and is changeable to any region code.
2	ACCT TYPE (M)	S = Social Security Number E = Employer ID
3	DEBT TYPE (O)	G = Guaranteed Student Loan N = National Direct Student Loan F = Federally Insured Student Loan D = Federal Direct Student Loan P = Program Overpayment Record Allows extra data to be included on the report.

COLLECTIONS OPTIONS

(L120)		ON-LINE QUERY (1 OF 2)						MM/DD/YY	
REGION	<1>					INCL?	SORT#/A-D	RPT#	HH:MM
ACCT TYPE	<2>	DEBT TYPE	<3>	<4>	<5>	<6>	<7>		
		LOAN TYPE	<8>						
ACCT OWNER	LOW <9>__	HIGH	<10>__						
COLLECTOR NUMBER	LOW <11>__	HIGH	<12>__						
ACCT PRIOR OWNER	LOW <13>__	HIGH	<14>__						
DEBT LOC CODE	LOW <15>__	HIGH	<16>__						
DEBT LOC DATE	LOW <17>__	HIGH	<18>__						
ACCT BALANCE	LOW <19>__	HIGH	<20>__						
DEBT BALANCE	LOW <21>__	HIGH	<22>__						
AGE OF DEBT	LOW <23>__	HIGH	<24>__						
DELINQUENT DAYS	LOW <25>__	HIGH	<26>__						
ZIP CODE	LOW <27>__	HIGH	<28>__						
NEVER PAID	<29>__								
LENDER NUMBER	<30>__								
SCHOOL NUMBER	<31>__								
GA NUMBER	<32>__								
ASSIGN/CLOSE	<33>__								
DETAIL/SUMMARY	<34>__								
ACCT NAME	<35>__								
SSN	<36>__								
RECTOR	<37>__								
REPORT TITLE	<39>__								
PF13-L101 14-L102 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109									

	Field Name	Definition
4	INCL? (O)	Enter a "Y" to include, otherwise blank. Defaults to a "Y" when a field is selected, a field is specified as a sort key, or a report number is entered for a field.
5	SORT# (O)	Indicates sort order: 1, 2, 3, or 4 or blank. Default sort keys, if no sort keys specified: SSN 1 ACCT TYPE 2 (If selected)
6	A - D (O)	Indicates whether information will be sorted in ascending (A) or descending (D) order or blank. Required if a SORT# is entered.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>																																																																														
7	RPT# (D)	<p>Report numbers: 1 through 27. User-entered or automatic.</p> <p>Automated report numbering functions in one of two ways. When report numbers are not entered, the program uses default or user-entered sort keys as the starting report numbers and generates the rest for all other selected fields in ascending order of the two screens. In this option (if not used as sort key), the SSN will not retain the primary position, but will follow the sort fields.</p> <p>When report numbers are entered, the program uses the highest report number to calculate the other selected fields without report numbers in ascending order of the two screens. The SSN (unless changed manually) keeps its primary position.</p> <p>The report function allows for additions, changes, and deletions in consecutive executions. Automatic resequencing adjusts the report numbers accordingly.</p>																																																																														
8	LOAN TYPE (O)	<p>A correct debt type must be selected with a loan type. Use the combination matrix below:</p> <table><tr><th colspan="6">Loan & Debt Types Combination Matrix</th></tr><tr><th></th><th>D (FDSL) Debts</th><th>F (FISL) Debts</th><th>G (GSL) Debts</th><th>N (NDSL) Debts</th><th>P (POVR) Debts</th></tr><tr><td>B (Blank) Loans</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr><tr><td>C (Consolidation) Loans</td><td>x</td><td></td><td>x</td><td></td><td></td></tr><tr><td>E (Defense) Loans</td><td></td><td></td><td></td><td>x</td><td></td></tr><tr><td>F (FISL) Loans</td><td></td><td>x</td><td></td><td></td><td></td></tr><tr><td>G (SEOG) Grants</td><td></td><td></td><td></td><td></td><td>x</td></tr><tr><td>I (Direct) Loans</td><td></td><td></td><td></td><td>x</td><td></td></tr><tr><td>P (PELL) Grants</td><td></td><td></td><td></td><td></td><td>x</td></tr><tr><td>R (Perkins) Loans</td><td></td><td></td><td></td><td>x</td><td></td></tr><tr><td>S (SLS) Loans</td><td></td><td>x</td><td>x</td><td></td><td></td></tr><tr><td>T (Stafford) Loans</td><td>x</td><td>x</td><td>x</td><td></td><td></td></tr><tr><td>U (PLUS) Loans</td><td>x</td><td>x</td><td></td><td></td><td></td></tr></table>	Loan & Debt Types Combination Matrix							D (FDSL) Debts	F (FISL) Debts	G (GSL) Debts	N (NDSL) Debts	P (POVR) Debts	B (Blank) Loans	x	x	x	x	x	C (Consolidation) Loans	x		x			E (Defense) Loans				x		F (FISL) Loans		x				G (SEOG) Grants					x	I (Direct) Loans				x		P (PELL) Grants					x	R (Perkins) Loans				x		S (SLS) Loans		x	x			T (Stafford) Loans	x	x	x			U (PLUS) Loans	x	x			
Loan & Debt Types Combination Matrix																																																																																
	D (FDSL) Debts	F (FISL) Debts	G (GSL) Debts	N (NDSL) Debts	P (POVR) Debts																																																																											
B (Blank) Loans	x	x	x	x	x																																																																											
C (Consolidation) Loans	x		x																																																																													
E (Defense) Loans				x																																																																												
F (FISL) Loans		x																																																																														
G (SEOG) Grants					x																																																																											
I (Direct) Loans				x																																																																												
P (PELL) Grants					x																																																																											
R (Perkins) Loans				x																																																																												
S (SLS) Loans		x	x																																																																													
T (Stafford) Loans	x	x	x																																																																													
U (PLUS) Loans	x	x																																																																														
9	ACCT OWNER LOW (O)	<p>Must be a valid account owner code or valid current collection agency identifier. Must begin with “ED”, “AG”, or “SP”.</p> <p>An “ED” must be followed by three numeric digits between 001 and 349 or between 600 and 999.</p> <p>An “AG” must be followed by three numeric digits between 350 and 599. An “SP” must be followed by 000.</p> <p>Must be less than or equal to ACCT OWNER HI if that field is entered. ACCT OWNER and DEBT LOC CODES cannot both be entered.</p>																																																																														

COLLECTIONS OPTIONS

(L120)		ON-LINE QUERY (1 OF 2)						MM/DD/YY
REGION	<1>	INCL?	SORT#/A-D	RPT#	HH:MM			
ACCT TYPE	<2>	DEBT TYPE <3>	<4>	<5>	<6>	<7>		
		LOAN TYPE <8>						
ACCT OWNER	LOW <9>__	HIGH <10>__						
COLLECTOR NUMBER	LOW <11>__	HIGH <12>__						
ACCT PRIOR OWNER	LOW <13>__	HIGH <14>__						
DEBT LOC CODE	LOW <15>__	HIGH <16>__						
DEBT LOC DATE	LOW <17>__	HIGH <18>__						
ACCT BALANCE	LOW <19>__	HIGH <20>__						
DEBT BALANCE	LOW <21>__	HIGH <22>__						
AGE OF DEBT	LOW <23>__	HIGH <24>__						
DELINQUENT DAYS	LOW <25>__	HIGH <26>__						
ZIP CODE	LOW <27>__	HIGH <28>__						
NEVER PAID	<29>__							
LENDER NUMBER	<30>__							
SCHOOL NUMBER	<31>__							
GA NUMBER	<32>__							
ASSIGN/CLOSE	<33>__							
DETAIL/SUMMARY	<34>__							
REQTOR <36>	DEST <37>__	ACCT NAME <35>						
REPORT TITLE <39>		SSN <38>				01		

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	Field Name	Definition
10	ACCT OWNER HIGH (O)	Must be a valid account owner code or valid current collection agency identifier. An "ED" must be followed by three numeric digits between 001 and 349 or between 600 and 999. An "AG" must be followed by three numeric digits between 350 and 599. An "SP" must be followed by 000. Must be greater than or equal to ACCT OWNER LOW, if entered. ACCT OWNER and DEBT LOC CODES cannot both be entered. (ACCT OWNER SP000 is an exception).
11	COLLECTOR NUMBER LOW (O)	Must be a valid numeric collector number.
12	COLLECTOR NUMBER HIGH (O)	Must be a valid numeric collector number.
13	ACCT PRIOR OWNER LOW (O)	Must be a valid numeric prior owner number, must not exceed PRIOR OWNER HIGH.
14	ACCT PRIOR OWNER HIGH (O)	Must be a valid numeric prior owner number.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
15	DEBT LOC CODE LOW (O)	<p>Must be a valid debt location code or valid current collection agency identifier.</p> <p>An "ED" must be followed by three numeric digits between 001 and 349 or between 600 and 999.</p> <p>An "AG" must be followed by three numeric digits between 350 and 599. An "SP" must be followed by 000.</p> <p>Must be less than or equal to DEBT LOC CODE HIGH if that field is entered. ACCT OWNER and DEBT LOC CODES cannot both be entered.</p>
16	DEBT LOC CODE HIGH (O)	<p>Must be a valid debt location code or valid current collection agency identifier.</p> <p>An "ED" must be followed by three numeric digits between 001 and 349 or between 600 and 999.</p> <p>An "AG" must be followed by three numeric digits between 350 and 599. An "SP" must be followed by 000.</p> <p>Must be greater than or equal to DEBT LOC CODE LOW, if entered. ACCT OWNER and DEBT LOC CODES cannot both be entered. (ACCT OWNER SP000 is an exception).</p>
17	DEBT LOC DATE LOW(O)	<p>Must be a valid numeric date. Must not exceed current date and DEBT LOC DATE HIGH. Must select DEBT LOC CODE.</p>
18	DEBT LOC DATE HIGH (O)	<p>Must be a valid numeric date. Must not exceed current date. Must select DEBT LOC CODE.</p>
19	ACCT BALANCE LOW (O)	<p>Must be numeric. Must be entered as whole dollars; cents are not allowed.</p> <p>Must be less than or equal to ACCT BALANCE HI, if that field is entered. ACCT BALANCE and DEBT BALANCE cannot both be entered.</p>
20	ACCT BALANCE HIGH (O)	<p>Must be numeric. Must be entered as whole dollars; cents are not allowed.</p> <p>Must be greater than or equal to ACCT BALANCE LOW, if entered. ACCT BALANCE and DEBT BALANCE cannot both be entered.</p>
21	DEBT BALANCE LOW (O)	<p>Must be numeric. Must be entered as whole dollars; cents are not allowed. Negative number may be entered.</p> <p>Must be less than or equal to DEBT BALANCE HIGH, if that field is entered. ACCT BALANCE and DEBT BALANCE cannot both be entered.</p>

COLLECTIONS OPTIONS

(L120)		ON-LINE QUERY (1 OF 2)						MM/DD/YY		
REGION	<1>						INCL?	SORT#/A-D	RPT#	HH:MM
ACCT TYPE	<2>	DEBT TYPE	<3>	<4>	<5>	<6>			<7>	
		LOAN TYPE	<8>							
ACCT OWNER	LOW <9>__	HIGH	<10>__							
COLLECTOR NUMBER	LOW <11>__	HIGH	<12>__							
ACCT PRIOR OWNER	LOW <13>__	HIGH	<14>__							
DEBT LOC CODE	LOW <15>__	HIGH	<16>__							
DEBT LOC DATE	LOW <17>__	HIGH	<18>__							
ACCT BALANCE	LOW <19>__	HIGH	<20>__							
DEBT BALANCE	LOW <21>__	HIGH	<22>__							
AGE OF DEBT	LOW <23>__	HIGH	<24>__							
DELINQUENT DAYS	LOW <25>__	HIGH	<26>__							
ZIP CODE	LOW <27>__	HIGH	<28>__							
NEVER PAID	<29>__									
LENDER NUMBER	<30>__									
SCHOOL NUMBER	<31>__									
GA NUMBER	<32>__									
ASSIGN/CLOSE	<33>__									
DETAIL/SUMMARY	<34>__									
ACCT NAME	<35>__									
SSN	<38>__								01	
REPORT TITLE	<39>__									

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	Field Name	Definition
22	DEBT BALANCE HIGH (O)	Must be numeric. Must be entered as whole dollars; cents are not allowed. Must be greater than or equal to DEBT BALANCE LOW, if entered. ACCT BALANCE and DEBT BALANCE cannot both be entered.
23	AGE OF DEBT LOW (O)	Must be numeric. Must be less than or equal to AGE-OF-DEBT HIGH, if that field is entered.
24	AGE OF DEBT HIGH (O)	Must be numeric and greater than zero. Must be greater than or equal to AGE-OF-DEBT LOW, if entered.
25	DELINQUENT DAYS LOW (O)	Must be numeric. Must be less than or equal to DELINQUENT DAYS HIGH, if that field is entered.
26	DELINQUENT DAYS HIGH (O)	Must be numeric and greater than zero. Must be greater than or equal to DELINQUENT DAYS LOW, if entered. May not be greater than AGE OF DEBT.
27	ZIP CODE LOW (O)	Must be numeric and between 00400 and 99929. Must be less than or equal to ZIP CODE HIGH if entered.
28	ZIP CODE HIGH (O)	Must be number and between 00400 and 99929. Must be greater than or equal to ZIP CODE LOW, if entered.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
29	NEVER PAID (O)	Must be "Y" or blank. Selecting this field will include only never paid accounts. In addition, it will show date of last payment or NEVER PAID.
30	LENDER NUMBER (O)	Must be a valid lender number stored on the data base in LENDER or N-LENDER record. Six numeric characters.
31	SCHOOL NUMBER (O)	Must be a valid school number stored on the data base in SCHOOL or N-SCHOOL record. Six numeric characters.
32	GA NUMBER (O)	Any valid guaranty agency number in NNN format. Three numeric characters. DEBT TYPE "G" is required with this field.
33	ASSIGN/CLOSE (O)	Any valid assign or close code. Must be A, C, D, P, W, X, or blank. DEBT TYPE "N" is required with this field.
34	DETAIL/SUMMARY (M)	Report option: D Detail Report (Program Default) S Summary Only Report
35	ACCT NAME (O)	Y to include, or blank.
36	REQTOR (M)	User ID of requestor. Eight characters.
37	DEST (M)	Destination ID of printer. Eight characters. The OLQ program cannot validate the report printer destination. If an invalid DEST is entered, the job will execute but the report may not be printed at the desired location.
38	SSN (D)	The "Y" in the SSN INCL? field is to remind OLQ users that the SSN is always included on the report.
39	REPORT TITLE (M)	Name of report title. 66 alphanumeric characters.
40	TOP STAT (O)	Treasury Offset Process (TOP) offset status. Must be numeric. Year (must be in YY format) between 1989 and the last year on the data base. Status must be numeric (1 through 9). When user enters multiple IRS years, the resulting report will show the first match encountered.
41	FDP STAT (O)	Federal Defaulter Program Status. Year (must be in YY format) between 1982 and the current year. Status must be numeric (1 through 9, or A, B, C, D, or E). When user enters multiple FDP years, the resulting report will show the first match encountered.

COLLECTIONS OPTIONS

(L120)		ON-LINE QUERY (2 OF 2)			MM/DD/YY	
		INCL?	SORT#/A-D	RPT#	HH:MM	
TOP STAT	<40> _ _ _ _ _	-	-	-	-	
FDP STAT	<41> _ _ _ _ _	-	-	-	-	
ICRP STAT	<42> _ _ _ _ _	-	-	-	-	
SERVICER ID	<43> _ _ _ _ _	-	-	-	-	
ACADEMIC YEAR	<44> _ _ _ _ _	-	-	-	-	
CLOSE REASON	<45> _ _ _ _ _	-	-	-	-	
COMAKER/PRIMARY	<46> _ _ _ _ _	-	-	-	-	
DAY PHONE	<47> NIGHT PHONE <48>	-	-	-	-	

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	<u>Field Name</u>	<u>Definition</u>
42	ICRP STATUS (O)	Must be a valid three-character value stored on the data base in the ICRP record. DEBT TYPE "G" is required with this field.
43	SERVICER ID (O)	Must be numeric (up to five digits) field. DEBT TYPE "D" is required with this field.
44	ACADEMIC YEAR (O)	Must be in format YY-YY (from and to years). From year must not exceed current year. From and to years must be consecutive. DEBT TYPE "P" is required with this field.
45	CLOSE REASON (O)	Close reason must be BA, CM, CO, CS, CX, DE, DP, DR, DS, IC, OP, PF, PS, RP, RS, SL, TC, TO, UL, UN, WA, WL, WM, or WS.
46	COMAKER/PRIMARY (O)	Must enter comaker (C), primary (P), or blank.
47	DAY PHONE (O)	Must be Y or blank.
48	NIGHT PHONE (O)	Must be Y or blank.

COLLECTIONS

2.17. OPTION 17: L130 - REHABILITATION AND CONSOLIDATION SCREEN

The Rehabilitation and Consolidation Screen is used to view, modify, or store information as to a borrower's eligibility, status, and debts involved in processing a loan rehabilitation or consolidation.

(L130)		REHABILITATION AND CONSOLIDATION SCREEN		UID	MM/DD/YY HH:MM
ACCT NO: S _____	PAYOFF DATE: _____	ACTION: _			
NAME:					
# PAYMENTS:	STATUS:	LETTER STATUS:			
----- PROJECTED TOTAL FOR ALL SELECTED DEBTS -----					
PRINCIPAL	INTEREST	FEES	COLL COSTS	TOTAL	
----- PROJECTED TOTAL BY DEBT -----					
DEBT-ID =	TYPE=	SUB=	JUDGE=	PAGE G/D	OF DATE SID=
INT RATE =	INT PER DAY =	W/D DATE =	DEFAULTED?		
DEBT-ID =	TYPE=	SUB=	JUDGE=	SID=	
INT RATE =	INT PER DAY =	W/D DATE =	DEFAULTED?		
DEBT-ID =	TYPE=	SUB=	JUDGE=	SID=	
INT RATE =	INT PER DAY =	W/D DATE =	DEFAULTED?		
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1. Enter the borrower's account number (SSN) in the ACCT NO field, using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", it must be entered in over the "S".
2. Press **[ENTER]**. The borrower's rehabilitation/consolidation information is displayed on the screen. If rehabilitation/consolidation data has been previously entered for this account, data in the data base will be displayed if it is still timely. Otherwise, defaults will be used, such as the current date plus thirty days for payoff date.

The number of consecutive, regular, voluntary payments will be counted and displayed. Multiple payments effective the same day count as one payment. Reversed payments are excluded from the count.

The projected balances for each debt marked "Y" as of the payoff date will be computed, displayed, and totaled.

COLLECTIONS OPTIONS

If an account has been determined as eligible for rehabilitation or consolidation by the monthly update program, a status of "ER" or "EC" will be displayed. If the borrower was at one time eligible but has missed a payment, a status of "DO" for dropout will be displayed. If the borrower has already appeared on the dropout report or has completed rehabilitation or consolidation, a status of "DL" will be displayed until the rehabilitation record has been deleted.

```

( L130 )                REHABILITATION AND CONSOLIDATION SCREEN  UID      MM/DD/YY
                                HH:MM
ACCT NO: S999999999      PAYOFF DATE: MM/DD/YY      ACTION: _
NAME:  DOE                , JOHN                      Y
# PAYMENTS: 99           STATUS: XX                LETTER STATUS: X

----- PROJECTED TOTAL FOR ALL SELECTED DEBTS -----
PRINCIPAL    INTEREST    FEES    COLL COSTS    TOTAL
99999.99      9999.99      9999.99    99999.99    999999.99

----- PROJECTED TOTAL BY DEBT ----- PAGE 1 OF 1
                                G/D DATE
Y DEBT-ID = G1992040001000101  TYPE= STAF  SUB= *  JUDGE= N  SID= 999999
99999.99      9999.99      9999.99    99999.99    999999.99    MM/DD/YY
INT RATE = 99.99%  INT PER DAY = 999.99  W/D DATE = MM/DD/YY
N DEBT-ID = N1993020001000102  TYPE= I    SUB= *  JUDGE= N  SID= 999999
99999.99      9999.99      9999.99    99999.99    999999.99    MM/DD/YY
INT RATE = 99.99%  INT PER DAY = 999.99  W/D DATE = MM/DD/YY  DEFAULTED? Y

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3. Users may choose alternative payoff dates and select debts to be included in the rehabilitation or consolidation. Pressing [ENTER] will recompute the balances for the selected date and debts. Use [PF7] and [PF8] to scroll the debts. Data is re-computed when [ENTER] is pressed. **No data is permanently stored in the data base by doing these computations.**
4. Storing data is done by entering an action in the ACTION field and pressing [ENTER]. Possible actions include:
 - C Consolidation
 - R Rehabilitation
 - U Update of existing eligible debt or payoff date information.

Various edits are performed to ensure that the action chosen is compatible. A message will appear indicating that the requested action has been performed or displaying the error.

COLLECTIONS

If “C” or “R” is pressed and the prior status was “EC” or “ER” (the batch program had declared the borrower eligible), status will change to “RC” or “RR,” for having requested rehabilitation or consolidation. If the status was anything else, the status will change to “MC” or “MR,” for manually rehabilitated or consolidated. A notepad record will be stored in either case.

If “U” is pressed, changes will be made to the proposed payoff date and to debts chosen; the status will not change and no notepad record will be stored.

COLLECTIONS OPTIONS

(<1>)	REHABILITATION AND CONSOLIDATION SCREEN				UID	MM/DD/YY
ACCT NO: S<2>_____	PAYOFF DATE: <3>_____		ACTION: <4>		HH:MM	
NAME: <5>	, <6>		<7>			
# PAYMENTS: <8>	STATUS: <9>		LETTER STATUS: <10>			
----- PROJECTED TOTAL FOR ALL SELECTED DEBTS -----						
PRINCIPAL	INTEREST	FEES	COLL COSTS	TOTAL		
<11>	<12>	<13>	<14>	<15>		
----- PROJECTED TOTAL BY DEBT -----						PAGE OF
<16>DEBT-ID = <17>	TYPE=<18>		SUB=<19>	JUDGE=<20>	G/D DATE	
<22>	<23>	<24>	<25>	<26>	SID=<21>	
INT RATE = <28>	INT PER DAY = <29>	W/D DATE = <30>	DEFAULTED?<31>			
_ DEBT-ID =	TYPE=	SUB=	JUDGE=	SID=		
INT RATE =	INT PER DAY =	W/D DATE =	DEFAULTED?			
_ DEBT-ID =	TYPE=	SUB=	JUDGE=	SID=		
INT RATE =	INT PER DAY =	W/D DATE =	DEFAULTED?			
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FIELD CONTENT - L130 - REHABILITATION AND CONSOLIDATION SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	TRANID (M)	Transaction ID. The identifier of the screen.
2	ACCT NO (M)	The ten-character account ID. “S” or “E” followed by nine numbers. S = Social Security Number E = Employer Identification Number
3	PAYOFF DATE (M)	The chosen payoff date for loan rehabilitation or consolidation. Format is MM/DD/YY. The date may be any date from the current date to 90 days in the future. The default is thirty days in the future.
4	ACTION (O)	The action code allows the user to specify an account and some or all of its debts for rehabilitation or consolidation. Users may also change existing payoff date or debts selected. Valid values are: C = Consolidation R = Rehabilitation U = Update of debts or payoff date Blank = Recompute balance
5-7	NAME (D)	Last name/first name/middle name of the borrower.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
8	# PAYMENTS (D)	The number of consecutive regular, voluntary monthly payments made by the borrower.
9	STATUS (D)	Rehabilitation/consolidation status of an account as stored by the monthly program or user activity on this screen. Valid values are: EC = Eligible for consolidation ER = Eligible for rehabilitation RC = Requested consolidation RR = Requested rehabilitation MC = Manually consolidated MR = Manually rehabilitated DO = Dropped out of eligibility DL = Record awaiting deletion NE = Not eligible (currently POVR debts only)
10	LETTER STATUS (D)	Rehabilitation/consolidation letter status. Valid values are: C = Consolidation letter to be sent D = Consolidation letter sent R = Rehabilitation letter to be sent S = Rehabilitation letter sent
11	PRINCIPAL (D)	Total principal balance as of the payoff date for all debts selected below for rehabilitation or consolidation.
12	INTEREST (D)	Total interest balance as of the payoff date for all debts selected for rehabilitation or consolidation.
13	FEES (D)	Total fee balance as of the payoff date for all debts selected for rehabilitation or consolidation. The figure also includes administrative costs and penalties.
14	COLL COSTS (D)	Total collection cost balance as of the payoff date for all debts selected for rehabilitation or consolidation.
15	TOTAL (D)	Total of all balances as of the payoff date for all debts selected for rehabilitation or consolidation.
16	DEBT SELECTION (M)	Marks debts selected for rehabilitation or consolidation. This field is necessary for correct processing of rehabilitation and consolidation payments. The default value is Y; valid values are Y and N.

COLLECTIONS OPTIONS

(<1>)	REHABILITATION AND CONSOLIDATION SCREEN				UID	MM/DD/YY
ACCT NO: S<2>_____	PAYOFF DATE: <3>_____		ACTION: <4>		HH:MM	
NAME: <5>	, <6>		<7>			
# PAYMENTS: <8>	STATUS: <9>		LETTER STATUS: <10>			
----- PROJECTED TOTAL FOR ALL SELECTED DEBTS -----						
PRINCIPAL	INTEREST	FEEs	COLL COSTS	TOTAL		
<11>	<12>	<13>	<14>	<15>		
----- PROJECTED TOTAL BY DEBT -----						PAGE OF
<16>DEBT-ID = <17>	TYPE=<18>		SUB=<19>	JUDGE=<20>	G/D DATE	
<22>	<23>	<24>	<25>	<26>	SID=<21>	
INT RATE = <28>	INT PER DAY = <29>	W/D DATE = <30>	DEFAULTED?<31>			
_ DEBT-ID =	TYPE=	SUB=	JUDGE=	SID=		
INT RATE =	INT PER DAY =	W/D DATE =	DEFAULTED?			
_ DEBT-ID =	TYPE=	SUB=	JUDGE=	SID=		
INT RATE =	INT PER DAY =	W/D DATE =	DEFAULTED?			
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	Field Name	Definition
17	DEBT-ID (D)	<p>The sixteen-character debt ID; one letter followed by fifteen numbers. The first character must be alphabetic. Valid values are:</p> <p>G = GSL F = FISL N = NDSL D = FDSL P = POVR</p> <p>The following nine characters are numeric and follow the following scheme:</p> <p>Digits 2 - 5: Fiscal Year Digits 6 - 7: Region Code = where the debt was originally input into the system.</p> <p>00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco</p> <p>Digits 8 - 14: Debt Number (Old Claim Number) Digits 15 - 16: Debt Sequence Number (Old Loan Sequence Number)</p>
18	TYPE (D)	<p>Loan type (Perkins, Defense, Direct, Stafford, PLUS or SLS).</p>

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
19	SUB (D)	Subsidized loan indicator. Valid values are: * = Data not available Y = Loan is subsidized (e.g., Perkins, FISL, NDSL, or Stafford made before 10/1/92) N = Loan is unsubsidized (e.g., SFN, SUU)
20	JUDGE (D)	Loan judgment indicator. A loan cannot be consolidated or rehabilitated is a judgment exists.
21	SID (D)	School Identification Number.
22	PRINCIPAL (D)	Principal balance as of the payoff date for the debt for rehabilitation or consolidation.
23	INTEREST (D)	Interest balance as of the payoff date for the debt for rehabilitation or consolidation.
24	FEES (D)	Fee balance as of the payoff date for the debt for rehabilitation or consolidation. The figure includes any administrative costs and penalties.
25	COLL COSTS (D)	Collection cost balance as of the payoff date for the debt for rehabilitation or consolidation.
26	TOTAL (D)	Total of all balances as of the payoff date for the debt for rehabilitation or consolidation.
27	G/D DATE (D)	Guarantee/Disbursal date. The date the loan was first disbursed.
28	INT RATE (D)	Current interest rate of the loan.
29	INT PER DAY (D)	Amount of interest accrued per day on the loan.
30	W/D DATE (D)	Date student withdrew from school.
31	DEFAULTED? (D)	Indicator of defaulted NDSL loan (close reason equals A or D).

COLLECTIONS OPTIONS

2.18. OPTION 18: L150 - AUTHORIZATION FORM TRACKING SCREEN

The Authorization Form Tracking Screen is used to track and display the mailing of Authorization Forms and letters. If the screen display indicates that the Authorization Form has been rejected by the SLPC, the SLPC reviewer may request the generation of an Unprocessable Authorization Form Package (X23).

(L150)		AUTHORIZATION FORM TRACKING SCREEN		MM/DD/YY
REGION: _____	ACCT OWNER: _____	COLL NBR: _____	HH:MM:SS	
ACCT NO: S _____				
NAME: _____				
DEBT ID ASSIGNED TO FORM: _____		ICRP STATUS: _____		
AUTH PENDING: _____				
AUTH ACCEPTED: _____		BY USER: _____		
AUTH REJECTED: _____		BY USER: _____		
AUTH REVOKED: _____		BY USER: _____		
AGI REQUESTED: _____		RENEWAL FORM REQUESTED: _____		
AUTH EXPIRATION YR: _____				
NEW DEBT (A15) SENT: _____		UNPROCESSABLE (X23) SENT: _____		
INITIAL (X20) SENT: _____		NO RESPONSE (N20) SENT: _____		
FOLLOW UP (X21) SENT: _____				
REQUEST FOR (X23) FORM: _____				
STOP CORRESPONDENCE: _____				
KEY IN ACCOUNT NUMBER & PRESS ENTER				
****V****1****V****2****V****3****V****4****V****5****V****6****V****7****V****				

To access Authorization Form Tracking data:

1. Key the ICRP account number into the ACCT NO field, using the appropriate prefix ("S", "E", or "P") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account begins with an "E" or "P", it must be keyed in over the "S".
2. Press **[ENTER]**.
3. The Authorization Form Tracking information is displayed on the screen.
4. If the screen display indicates that the Authorization Form has been rejected by the IRS, the SLPC reviewer may request the generation of an Unprocessable Authorization Form Package (X23). To request a new Authorization Form Package, key a "Y" (Yes) in the REQUEST FOR X23 field. Press **[ENTER]**.

COLLECTIONS

(L150)		AUTHORIZATION FORM TRACKING SCREEN		MM/DD/YY
REGION:	<1>	ACCT OWNER:	<2>	COLL NBR:
ACCT NO:	S <4>			HH:MM:SS
NAME:	<5>			
DEBT ID ASSIGNED TO FORM:		<6>		ICRP STATUS:
AUTH PENDING:		<8>		
AUTH ACCEPTED:		<9>		BY USER:
AUTH REJECTED:		<11>		BY USER:
AUTH REVOKED:		<13>		BY USER:
AGI REQUESTED:		<15>		RENEWAL FORM REQUESTED:
AUTH EXPIRATION YR:		<17>		<16>
UNPROCESSABLE (X23) SENT:		<19>		NEW DEBT (A15) SENT:
NO RESPONSE (N20) SENT:		<21>		INITIAL (X20) SENT:
REQUEST FOR (X23) FORM:		<23>		FOLLOW UP (X21) SENT:
				STOP CORRESPONDENCE:
				<24>
KEY IN ACCOUNT NUMBER & PRESS ENTER				
*****V*****1*****V*****2*****V*****3*****V*****4*****V*****5*****V*****6*****V*****7*****V*****				

FIELD CONTENT - L150 - AUTHORIZATION FORM TRACKING SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	REGION (D)	The two-character region ID. This field is for display purposes only.
2	ACCT OWNER (D)	The five-character account owner. This field is for display purposes only.
3	COLL NBR (D)	The five-character collection number. This field is for display purposes only.
4	ACCT NO (M)	The ten-character account ID consisting of a one-character prefix as follows: S = Social Security Number E = Employer Identification Number P = Pseudo Identification Number The remaining nine characters make up the numeric account number.
5	NAME (D)	The last name, first name, and middle initial on the account record. This field is for display purposes only.

COLLECTIONS OPTIONS

(L150)		AUTHORIZATION FORM TRACKING SCREEN		MM/DD/YY
REGION:	<1>	ACCT OWNER:	<2>	COLL NBR:
ACCT NO:	S <4>			HH:MM:SS
NAME:	<5>			
DEBT ID ASSIGNED TO FORM:		<6>	ICRP STATUS:	
AUTH PENDING:		<8>		
AUTH ACCEPTED:		<9>	BY USER:	
AUTH REJECTED:		<11>	BY USER:	
AUTH REVOKED:		<13>	BY USER:	
AGI REQUESTED:		<15>	RENEWAL FORM REQUESTED:	
AUTH EXPIRATION YR:		<17>	<16>	
UNPROCESSABLE (X23) SENT:		<19>	NEW DEBT (A15) SENT:	
NO RESPONSE (N20) SENT:		<21>	INITIAL (X20) SENT:	
REQUEST FOR (X23) FORM:		<23>	FOLLOW UP (X21) SENT:	
			STOP CORRESPONDENCE:	
			<24>	
KEY IN ACCOUNT NUMBER & PRESS ENTER				
****V****1****V****2****V****3****V****4****V****5****V****6****V****7****V****				

	Field Name	Definition
6	DEBT ID ASSIGNED TO FORM (D)	The sixteen-character debt number. This field is for display purposes only.
7	ICRP STATUS (D)	<p>The three-character ICRP status of the borrower's account. ICRP status codes are:</p> <p>A00 = Accepted. This code indicates that the IRS has accepted the Authorization Form.</p> <p>A01 = AGI request sent to IRS.</p> <p>A12 = AGI information received from IRS.</p> <p>A14 = AGI not formed in IRS data base.</p> <p>A16 = Recycle SSN through IRS for AGI.</p> <p>B00 = Billing. This code indicates that the borrower is in AGI billing status.</p> <p>D00 = Delinquent. This code indicates that the borrower has not made payments for more than 120 days.</p> <p>I00 = Initial. This code indicates that an initial Authorization Form Package (X20) has been created and sent to the borrower.</p> <p>I01 = Follow-Up (X20) Letter sent.</p> <p>I02 = Follow-Up (X21) Letter sent.</p> <p>L00 = Low balance. This code indicates that the borrower's balance amount was below the ICRP minimum to participate in the repayment plan.</p>

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
		M00 = No correspondence. This code indicates that the borrower requested no further ICRP correspondence.
		N00 = No response. This code indicates that the borrower chose not to participate in the ICRP or never responded to any ICRP mailings.
		N20 = No response letter sent.
		P00 = Pending. This code indicates that a completed Authorization Form has been received from the borrower and scanned into the EDMS system and is pending IRS review.
		R00 = Rejected. This code indicates that the IRS has reviewed the Authorization Form and rejected the form for one or more reasons.
		U00 = Undeliverable. This code indicates that the borrower does not have a deliverable address.
		V00 = Revoked. This code indicates that the borrower revoked their Authorization Form, which will stop access to the IRS-provided data (AGI).
		X00 = Excluded location. This code indicates that the borrower has been moved to a non-ICRP account owner code.
8	AUTH PENDING (D)	The date that the Authorization Form was placed in pending status. Format is MM/DD/YY. This field is for display purposes only.
9	AUTH ACCEPTED (D)	The date that the Authorization Form was placed in accepted status. Format is MM/DD/YY. This field is for display purposes only.
10	BY USER (D)	The ID of the IRS user who set the Authorization Form status to accepted. This field is for display purposes only.
11	AUTH REJECTED (D)	The date that the Authorization Form was placed in reject status. Format is MM/DD/YY. This field is for display purposes only.
12	BY USER (D)	The ID of the IRS user who set the status to rejected. This field is for display purposes only.

COLLECTIONS OPTIONS

(L150)		AUTHORIZATION FORM TRACKING SCREEN		MM/DD/YY
REGION:	<1>	ACCT OWNER:	<2>	COLL NBR:
ACCT NO:	S <4>			HH:MM:SS
NAME:	<5>			
DEBT ID ASSIGNED TO FORM:		<6>	ICRP STATUS:	
AUTH PENDING:		<8>		
AUTH ACCEPTED:		<9>	BY USER:	
AUTH REJECTED:		<11>	BY USER:	
AUTH REVOKED:		<13>	BY USER:	
AGI REQUESTED:		<15>	RENEWAL FORM REQUESTED:	
AUTH EXPIRATION YR:		<17>	<16>	
UNPROCESSABLE (X23) SENT:		<19>	NEW DEBT (A15) SENT:	
NO RESPONSE (N20) SENT:		<21>	INITIAL (X20) SENT:	
REQUEST FOR (X23) FORM:		<23>	FOLLOW UP (X21) SENT:	
			STOP CORRESPONDENCE:	
			<24>	
KEY IN ACCOUNT NUMBER & PRESS ENTER				
*****V*****1*****V*****2*****V*****3*****V*****4*****V*****5*****V*****6*****V*****7*****V*****				

	Field Name	Definition
13	AUTH REVOKED (D)	The date that the Authorization Form was placed in revoked status. Format is MM/DD/YY. This field is for display purposes only.
14	BY USER (D)	The ID of the IRS user who set the status to revoked. This field is for display purposes only.
15	AGI REQUESTED (D)	The date that the request for AGI was initiated. Format is MM/DD/YY. This field is for display purposes only.
16	RENEWAL FORM REQUESTED (D)	The date when a renewal form was sent to the borrower. Format is MM/DD/YY. This field is for display purposes only.
17	AUTH EXPIRATION YR (D)	The four-character year in which the Authorization Form expires. This field is for display purposes only.
18	NEW DEBT (A15) SENT (D)	The date the ICRP Notification Letter (A15) was sent to the borrower. Format is MM/DD/YY. This field is for display purposes only.
19	UNPROCESSABLE (X23) SENT (D)	The date the ICRP Authorization Form (X23) was sent to the borrower. Format is MM/DD/YY. This field is for display purposes only.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
20	INITIAL (X20) SENT (D)	The date the ICRP Authorization Form (X20) was sent to the borrower. Format is MM/DD/YY. This field is for display purposes only.
21	NO RESPONSE (N20) SENT (D)	The date the No Response Letter (X23) was sent to the borrower. Format is MM/DD/YY. This field is for display purposes only.
22	FOLLOW UP (X21) SENT (D)	The date the Follow-Up Authorization Form (X21) was sent to the borrower. Format is MM/DD/YY. This field is for display purposes only.
23	REQUEST FOR (X23) FORM (O)	This one-character field is used to request that a new Authorization Form be sent to the borrower. Valid values are "Y" or blank.
24	STOP CORRESPONDENCE (O)	This one-character field is used to request that all ICR correspondence be stopped, due to a request from the borrower.

COLLECTIONS OPTIONS

2.19. OPTION 19: L151 - ICRP REPAYMENT CHANGE SCREEN

The ICRP Repayment Change Screen allows the user to display the ICRP account and change the borrower's income and family size information. A message will be provided instructing the user to "PRESS PF6 TO ACCEPT THE CHANGES AND UPDATE THE DATA BASE."

(L151)	ICRP REPAYMENT CHANGE SCREEN		MM/DD/YY
REGION:	ACCT OWNER:	COLL NBR:	HH:MM:SS
ACCT NO: S_____			
NAME:			
ICRP STATUS:			

AGI:		AGI RECEIVED:	
AGI FILE STATUS:		TAX YEAR:	
BORROWERS INCOME:		REPAY START DATE:	
FAMILY SIZE:		NUM ICRP DEBTS:	
FAMILY SIZE UPDATED		BY	
DATE FIRST ENTERED ICRP:		OPENING BALANCE:	

ED BALANCE:	PROJ/ACT CA:	CA BALANCE:	
CURRENT PAYMENT:			
FORMULA PAYMENT AMOUNT:			
ENTER ACCOUNT NUMBER AND PRESS ENTER TO DISPLAY DATA			
PF13-L101 14-L012 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

To access the ICRP Repayment Change Screen:

1. Key the ICRP account number into the ACCT NO field, using the appropriate prefix ("S" or "E") followed by nine numbers. An "S" is displayed on the screen automatically as the first character on the account number. If the account begins with an "E", it must be keyed in over the "S".
2. Press **[ENTER]**.
3. The ICRP Repayment Change Screen is displayed.

COLLECTIONS

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( L151 )                ICRP REPAYMENT CHANGE SCREEN                MM/DD/YY
REGION: <21>            ACCT OWNER: <22>                COLL NBR: <23>    HH:MM:SS

ACCT NO: S <1>
NAME:<2>

ICRP STATUS: <3>
-----
AGI:<4>                AGI RECEIVED:<11>
AGI FILE STATUS:<5>    TAX YEAR:<12>
BORROWERS INCOME:<6>    REPAY START DATE:<13>
FAMILY SIZE:<7>        NUM ICRP DEBTS:<14>
FAMILY SIZE UPDATED <8> BY <9>
DATE FIRST ENTERED ICRP: <10>    OPENING BALANCE:<15>
-----
ED BALANCE:<16>        PROJ/ACT CA:<17>        CA BALANCE:<18>

CURRENT PAYMENT:<19>

FORMULA PAYMENT AMOUNT:<20>

ENTER ACCOUNT NUMBER AND PRESS ENTER TO DISPLAY DATA
PF13-L101 14-L012 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109

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FIELD CONTENT - L151 - ICRP REPAYMENT CHANGE SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

	<u>Field Name</u>	<u>Definition</u>
1	ACCT NO (M)	The ten-character account ID consisting of a one-character prefix as follows: S = Social Security Number E = Employer Identification Number The remaining nine characters make up the numeric account number.
2	NAME (D)	The name (first, middle, last) on the account record. This field is for display purposes only.
3	ICRP STATUS (D)	The three-character ICRP status of the borrower's account. ICRP status codes are: A00 = Accepted. This code indicates that the IRS has accepted the Authorization Form. A01 = AGI request sent to IRS. A12 = AGI information received from IRS. A14 = AGI not formed in IRS data base. A16 = Recycle SSN through IRS for AGI. B00 = Billing. This code indicates that the borrower is in AGI billing status.

COLLECTIONS OPTIONS

(L151)	ICRP REPAYMENT CHANGE SCREEN		MM/DD/YY
REGION: <21>	ACCT OWNER: <22>	COLL NBR: <23>	HH:MM:SS
ACCT NO: <u>S <1></u>			
NAME:<2>			
ICRP STATUS: <3>			

AGI:<4>	AGI RECEIVED:<11>		
AGI FILE STATUS:<5>	TAX YEAR:<12>		
BORROWERS INCOME:<6>	REPAY START DATE:<13>		
FAMILY SIZE:<7>	NUM ICRP DEBTS:<14>		
FAMILY SIZE UPDATED <8>	BY <9>		
DATE FIRST ENTERED ICRP: <10>	OPENING BALANCE:<15>		

ED BALANCE:<16>	PROJ/ACT CA:<17>	CA BALANCE:<18>	
CURRENT PAYMENT:<19>			
FORMULA PAYMENT AMOUNT:<20>			
ENTER ACCOUNT NUMBER AND PRESS ENTER TO DISPLAY DATA			
PF13-L101 14-L012 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109			

Field NameDefinition

D00	=	Delinquent. This code indicates that the borrower has not made payments for more than 120 days.
I00	=	Initial. This code indicates that an initial Authorization Form Package (X20) has been created and sent to the borrower.
I01	=	Follow-Up (X20) Letter sent.
I02	=	Follow-Up (X21) Letter sent.
L00	=	Low balance. This code indicates that the borrower's balance amount was below the ICRP minimum to participate in the repayment plan.
M00	=	No correspondence. This code indicates that the borrower requested no further ICRP correspondence.
N00	=	No response. This code indicates that the borrower chose not to participate in the ICRP or never responded to any ICRP mailings.
N20	=	No response letter sent.
P00	=	Pending. This code indicates that a completed Authorization Form has been received from the borrower and scanned into the EDMS system and is pending IRS review.

COLLECTIONS

		<u>Field Name</u>	<u>Definition</u>
			<p>R00 = Rejected. This code indicates that the IRS has reviewed the Authorization Form and rejected the form for one or more reasons.</p> <p>U00 = Undeliverable. This code indicates that the borrower does not have a deliverable address.</p> <p>V00 = Revoked. This code indicates that the borrower revoked their Authorization Form, which will stop access to the IRS-provided data (AGI).</p> <p>X00 = Excluded location. This code indicates that the borrower has been moved to a non-ICRP account owner code.</p> <p>This field is for display purposes only.</p>
4		AGI (D)	The adjusted gross income of the borrower as reported to ED by the IRS. This field is for display purposes only.
5		AGI FILE STATUS (D)	<p>The borrower's filing status from IRS.</p> <p>1 = Single</p> <p>2 = Married filing jointly</p> <p>3 = Married filing separately</p> <p>4 = Head of household</p> <p>This field is for display purposes only.</p>
6		BORROWERS INCOME (O)	The borrower's total dollar income. This field is optional and can be changed only after verification when ICRP status is B (billing).
7		FAMILY SIZE (O)	The number which indicates the borrower's family size (number of dependents). This field is optional and can only be changed when the ICRP status is B (billing).
8		FAMILY SIZE UPDATED (D)	The date that the family size was modified. Format is MM/DD/YY. This field is for display purposes only.
9		BY (D)	User that updated the family size.
10		DATE FIRST ENTERED ICRP (D)	The date the ICRP Authorization Form is accepted by the IRS. Format is MM/DD/YY. This field is for display purposes only.

COLLECTIONS OPTIONS

(L151)	ICRP REPAYMENT CHANGE SCREEN	MM/DD/YY
REGION: <21>	ACCT OWNER: <22>	COLL NBR: <23>
		HH:MM:SS
ACCT NO: <u>S <1></u>		
NAME:<2>		
ICRP STATUS: <3>		

AGI:<4>	AGI RECEIVED:<11>	
AGI FILE STATUS:<5>	TAX YEAR:<12>	
BORROWERS INCOME:<6>	REPAY START DATE:<13>	
FAMILY SIZE:<7>	NUM ICRP DEBTS:<14>	
FAMILY SIZE UPDATED <8>	BY <9>	
DATE FIRST ENTERED ICRP: <10>	OPENING BALANCE:<15>	

ED BALANCE:<16>	PROJ/ACT CA:<17>	CA BALANCE:<18>
CURRENT PAYMENT:<19>		
FORMULA PAYMENT AMOUNT:<20>		
ENTER ACCOUNT NUMBER AND PRESS ENTER TO DISPLAY DATA		
PF13-L101 14-L012 15-L103 16-L104 17-L105 18-L106 19-L107 20-L108 21-L109		

	<u>Field Name</u>	<u>Definition</u>
11	AGI RECEIVED (D)	The date that IRS AGI information was received. Format is MM/DD/YY. This field is for display purposes only.
12	TAX YEAR (D)	The year of the tax return on which the AGI is based. This field is for display purposes only.
13	REPAY START DATE (D)	The date that the repayment is initiated. Format is MM/DD/YY. This field is for display purposes only.
14	NUM ICRP DEBTS (D)	This field displays the number of debt(s) the borrower has in the ICRP. This field is for display purposes only.
15	OPENING BALANCE (D)	This field displays the account balance at the time the ICRP Authorization Form is accepted by the IRS. This field is for display purposes only.
16	ED BALANCE (D)	The total balance of all the debt records on the account. This field is for display purposes only.
17	PROJ/ACT CA (D)	The collection agency fees on a delinquent account. This field is for display purposes only.
18	CA BALANCE (D)	The total balance of all the debt records associated with an account, including collection fees. This field is for display purposes only.

COLLECTIONS

	<u>Field Name</u>	<u>Definition</u>
19	CURRENT PAYMENT (D)	The monthly payment amount. This field is for display purposes only.
20	FORMULA PAYMENT AMOUNT (D)	The monthly payment amount calculated by the formula method. This field is for display purposes only. However, this field may change if changes are made to the borrower's income or family size.
21	REGION (D)	The two-character region ID. This field is for display purposes only.
22	ACCT OWNER (D)	The five-character account owner. This field is for display purposes only.
23	COLL NBR (D)	The five-character collection number. This field is for display purposes only.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L101 - Account Level Information

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>

The first character of the account number must equal "E" or "S".

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>

The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.

<ACCOUNT NUMBER MUST BE ENTERED>

This field is a mandatory field.

<ADDRESS NOT ON FILE>

The address has not been found on the data base.

<INVALID KEY PRESSED>

An invalid [PF] key has been pressed.

<LAST SELECTED ACCOUNT. PRESS PF4 TO REDISPLAY FIRST SELECTED ACCOUNT>

The last account in the selection process is displayed on the current screen. In order to scroll back to the first selected account, press [PF4].

<MULTIPLE ACCOUNTS NOT SELECTED>

The user has selected just one account from the Alpha Name Search Results Screen.

<SSN PORTION OF ACCOUNT MUST BE NUMERIC>

The field entered must contain all numbers.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L102 - Collector Note Pad

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT IS BEING UPDATED BY USER-ID (). n MINUTES UNTIL RELEASE>

The notepad is currently being updated by another user.

<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>

The first character of the account number must equal "E" or "S".

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>

The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.

<ACCOUNT NUMBER MUST BE ENTERED>

This field is a mandatory field.

<ADDRESS NOT ON FILE>

The address has not been found on the data base.

<COLLECTOR NOT FOUND FOR THIS ACCOUNT>

A collector number has not been found on the data base.

<FIRST PAGE>

The first record is displayed.

<INVALID KEY PRESSED>

An invalid [PF] key has been pressed.

<LAST PAGE>

The last record has been displayed and there is no more information to scroll forward.

<LAST SELECTED ACCOUNT. PRESS PF4 TO REDISPLAY FIRST SELECTED ACCOUNT>

The last account in the selection process is displayed on the current screen. In order to scroll back to the first selected account, press [PF4].

<MULTIPLE ACCOUNTS NOT SELECTED>

The user has selected just one account from the Alpha Name Search Results Screen.

<NARRATIVE MUST BE ENTERED>

A value has been entered in Tickle Days, yet no narrative has been entered.

<SSN PORTION OF ACCOUNT MUST BE NUMERIC>

The field entered must contain all numbers.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L103 - Billing Information

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>

The first character of the account number must equal "E" or "S".

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>

The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.

<ACCOUNT NUMBER MUST BE ENTERED>

This is a mandatory field.

<ADDRESS NOT ON FILE>

The address has not been found on the data base.

<ADDRESS STATUS MUST BE M, U, V, OR BLANK>

The only allowed values in this field are M, U, V, or blank.

<AREA CODE MUST BE NUMERIC>

The field entered must contain all numbers.

<BEGIN DATE ON TABENT INVALID/AMNESTY CANNOT BE UPDATED/PRESS [ENTER] TO CONTINUE.>

Begin date on TABENT record is invalid.

<BORROWER IN DIRECT DEBIT PROGRAM, SEE D110 SCREEN TO CHANGE PAYMENT INFO>

Go to the D110 Screen to make any changes to the Due Date, Payment Amount, or Stop Billing fields.

<CANNOT CHANGE DUE DATE AND/OR PAYMENT AMOUNT WHEN STOP BILLING SELECTED>

These fields cannot be changed when a stop billing has been requested.

<CANNOT CHANGE PAYMENT AMOUNT WITHOUT CHANGING THE PAYMENT DUE DATE>

Payment due date entry is required when the payment amount is changed.

<CANNOT CHANGE PAYMENT DUE DATE WITHOUT CHANGING THE PAYMENT AMOUNT>

Payment amount entry is required when the due date is changed.

<CITY MUST NOT BE BLANK>

This is a mandatory field.

<CREDIT BUREAU REPORTING HAS BEEN ACTIVATED>

The attempt to activate credit bureau reporting was successful.

<CREDIT BUREAU REFERRAL BEING WITHDRAWN>

The attempt to withdraw the credit bureau referral was successful.

<CREDIT BUREAU STATUS IS NOT CHANGEABLE>

The credit bureau status cannot be changed.

APPENDIX A: SYSTEM MESSAGES

L103 - Billing Information

<u>Message</u>	<u>Definition</u>
<DAY OF MONTH FOR DUE DATE MUST BE 28 OR LESS>	The day of the month of the payment due date must be 28 or less; due dates of 29, 30, and 31 are not allowed.
<DEBT ID MUST BE ENTERED WHEN CREDIT BUREAU SELECTED>	This is a mandatory field.
<DEBT WILL NOT BE REPORTED TO CREDIT BUREAU>	The attempt to stop credit bureau reporting was successful.
RECORD DOES NOT EXIST FOR THIS ACCOUNT>	There is a non-default record for this account, but not a default record.
<END DATE ON TABENT INVALID/AMNESTY CANNOT BE UPDATED/PRESS [ENTER] TO CONTINUE.>	End date on TABENT record is invalid.
<FIRST AND LAST NAME MAY NOT BE ERASED>	The <u>NAME</u> fields are mandatory fields.
<FIRST LINE OF ADDRESS MAY NOT BE ERASED>	The first line of the address is a mandatory field.
<FIRST REFERENCE ADDRESS>	[PF7] is not valid. There are no more reference addresses.
<INVALID COLLECTOR NUMBER>	An invalid code has been entered.
<INVALID DEBT ID>	A valid Debt ID number must be entered if START/STOP CREDIT BUREAU is marked with a "Y".
<INVALID KEY PRESSED>	An invalid key has been pressed.
<INVALID PAYMENT DUE DATE>	The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.
<LAST REFERENCE ADDRESS>	[PF8] is not valid. There are no more reference addresses.
<LAST SELECTED ACCOUNT. PRESS [PF4] TO REDISPLAY FIRST SELECTED ACCOUNT>	The last account in the selection process is displayed on the current screen. In order to scroll back to the first selected account, [PF4] will have to be pressed.
<MULTIPLE ACCOUNTS NOT SELECTED>	The user has selected just one account from the Alpha Name Search Results Screen.
<PAYMENT AMOUNT MUST BE GREATER THAN 0.0>	The field entered must have a positive value.
<PAYMENT AMOUNT MUST BE NUMERIC OR NOT LESS THAN ZERO>	The field entered must have a positive value and contain all numbers.
<PAYMENT DUE DATE CANNOT BE MORE THAN 60 DAYS FROM THE CURRENT DATE>	The date entered for billing start cannot be more than 60 days in the future.

COLLECTIONS

L103 - Billing Information

MessageDefinition

<PAYMENT DUE DATE MUST BE GREATER THAN CURRENT DATE>

The payment due date must occur later than the current date.

<PAYMENT DUE DATE MUST BE NUMERIC>

The field entered must contain all numbers.

<PAYMENT MADE WITHIN 60 DAYS OF AMNESTY BEGIN DATE. PRESS [ENTER] TO CONTINUE.>

The account is ineligible for amnesty if a payment was made within 60 days of current date.

<PHONE NUMBER EXCHANGE MUST BE NUMERIC>

The field entered must contain all numbers.

<PHONE NUMBER MUST BE NUMERIC>

The field entered must contain all numbers.

<RETURN INDICATOR MUST BE 'U' OR ' '>

The only allowed values in the field are "U" or blank.

<SELECT START/STOP CREDIT BUREAU WHEN ENTERING A DEBT ID>

The user must indicate whether to start or stop the credit bureau along with entering a debt ID.

<SSN PORTION OF ACCOUNT MUST BE NUMERIC>

The field entered must contain all numbers.

<START/STOP CREDIT BUREAU MUST BE SELECTED WITH A 'Y'>

A "Y" must be entered to process a start/stop credit bureau.

<STOP BILLING MUST BE SELECTED WITH A 'Y'>

A "Y" must be entered to process a stop billing.

<THE CURRENT DATE IS OUTSIDE THE AMNESTY RANGE. PRESS [ENTER] TO CONTINUE.>

The current date is not within the Amnesty date range. The accounts cannot be entered into Amnesty at this time.

<THIS ACCOUNT IS ALREADY IN THE AMNESTY PROGRAM. PRESS [ENTER] TO CONTINUE.>

A "Y" cannot be entered if the account is already in the Amnesty Program.

<THIS ACCOUNT IS IN AWG/AMNESTY NOT PERMITTED. PRESS [ENTER] TO CONTINUE.>

AWG accounts are ineligible for the Amnesty Program.

<THIS ACCOUNT IS NOT CURRENTLY IN THE AMNESTY PROGRAM. PRESS [ENTER] TO CONTINUE.>

An "N" cannot be entered if the account is already in the Amnesty Program.

<UNABLE TO CONVERT LAST COLL DATE, FLAG NOT UPDATED. PRESS [ENTER] TO CONTINUE.>

The date of last collection on the account record is invalid.

<UPDATE COMPLETED>

The attempt to update the account's billing information was successful.

APPENDIX A: SYSTEM MESSAGES

L103 - Billing Information

<u>Message</u>	<u>Definition</u>
<UPDATE IN PROGRESS, ACCOUNT NUMBER MAY NOT BE CHANGED>	The account number cannot be altered during an update.
<VALID STATE CODE REQUIRED>	An invalid state code has been entered. This is a mandatory field.
<VALID ZIP CODE REQUIRED FOR STATE>	An invalid zip code has been entered in this field.
<ZIP CODE MUST BE BLANK>	This field must be blank.
<ZIP CODE MUST BE ENTERED WHEN ZIP +FOUR IS ENTERED>	This is a mandatory field when the debtor's zip code is entered.
<ZIP CODE MUST BE NUMERIC OR BLANK>	The field must either be blank or contain all numbers.
<ZIP CODE +FOUR MUST BE NUMERIC OR BLANK>	The field must either be blank or contain all numbers.

COLLECTIONS

L104 - Financial Information

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT n EXPENSE MAY NOT BE NEGATIVE>

This field must have a positive value.

<ACCOUNT n EXPENSE MUST BE NUMERIC>

This field must contain only numbers.

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>

The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.

<ACCOUNT NUMBER MUST BE ENTERED>

This is a mandatory field.

<ACCOUNT NUMBER MUST BEGIN WITH 'E' OR 'S'>

The first character of the account number must equal "E" or "S".

<AUTO INSURANCE EXPENSE MAY NOT BE NEGATIVE>

This field must have a positive value.

<AUTO INSURANCE EXPENSE MUST BE NUMERIC>

This field must contain only numbers.

<CAR PAYMENT EXPENSE MAY NOT BE NEGATIVE>

This field must have a positive value.

<CAR PAYMENT EXPENSE MUST BE NUMERIC>

This field must contain only numbers.

<FINANCIAL PROFILE ADDED>

The attempt to add a new financial profile was successful.

<FINANCIAL PROFILE MODIFIED>

The attempt to change the debtor's financial profile was successful.

<FIRST LOAN EXPENSE MAY NOT BE NEGATIVE>

The field entered must have a positive value.

<FIRST LOAN EXPENSE MUST BE NUMERIC>

This field must contain only numbers.

<FIRST OTHER PAYMENT MAY NOT BE NEGATIVE>

The field entered must have a positive value.

<FIRST OTHER PAYMENT MUST BE NUMERIC>

This field must contain only numbers.

<FOOD EXPENSE MAY NOT BE NEGATIVE>

The field entered must have a positive value.

<FOOD EXPENSE MUST BE NUMERIC>

This field must contain only numbers.

APPENDIX A: SYSTEM MESSAGES

L104 - Financial Information

<u>Message</u>	<u>Definition</u>
<HEALTH INSURANCE EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<HEALTH INSURANCE EXPENSE MUST BE NUMERIC>	This field must contain only numbers.
<HOME INSURANCE EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<HOME INSURANCE EXPENSE MUST BE NUMERIC>	This field must contain only numbers.
<INDIVIDUAL INCOME MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<INDIVIDUAL INCOME MUST BE NUMERIC>	This field must contain only numbers.
<INVALID KEY PRESSED>	An invalid [PF] key has been pressed.
<LAST SELECTED ACCOUNT. PRESS PF4 TO REDISPLAY FIRST SELECTED ACCOUNT>	The last account in the selection process is displayed on the current screen. In order to scroll back to the first selected account, press [PF4].
<LIFE INSURANCE EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<LIFE INSURANCE EXPENSE MUST BE NUMERIC>	This field must contain only numbers.
<n LOAN EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<MARITAL STATUS MUST BE M, S, W, D OR BLANK>	The above codes are the only valid codes for the field entered.
<MORTGAGE EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<MORTGAGE EXPENSE MUST BE NUMERIC>	This field must contain only numbers.
<MULTIPLE ACCOUNTS NOT SELECTED>	The user has selected just one account from the Alpha Name Search Results Screen.
<NUMBER OF EXEMPTIONS MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<NUMBER OF EXEMPTIONS MUST BE NUMERIC>	This field must contain only numbers.
<OTHER INCOME MAY NOT BE NEGATIVE>	The field entered must have a positive value.

COLLECTIONS

L104 - Financial Information

<u>Message</u>	<u>Definition</u>
<OTHER INCOME MUST BE NUMERIC>	This field must contain only numbers.
<REAL ESTATE TAX EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<REAL ESTATE TAX EXPENSE MUST BE NUMERIC>	This field must contain only numbers.
<REQUESTED PAYMENT MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<REQUESTED PAYMENT MUST BE NUMERIC>	This field must contain only numbers.
<SECOND LOAN EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<SECOND LOAN EXPENSE MUST BE NUMERIC>	This field must contain only numbers.
<SECOND OTHER PAYMENT MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<SECOND OTHER PAYMENT MUST BE NUMERIC>	This field must contain only numbers.
<SSN PORTION OF ACCOUNT MUST BE NUMERIC>	This field must contain only numbers.
<THIRD LOAN EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<THIRD LOAN EXPENSE MUST BE NUMERIC>	This field must contain only numbers.
<UPDATE IN PROGRESS, ACCOUNT NUMBER MAY NOT BE CHANGED>	The account number cannot be altered during an update.
<UTILITY EXPENSE MAY NOT BE NEGATIVE>	The field entered must have a positive value.
<UTILITY EXPENSE MUST BE NUMERIC>	This field must contain only numbers.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L105 - Collector Letter Reference

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>

The first character of the account number must equal "E" or "S".

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>

The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.

<ACCOUNT NUMBER IS REQUIRED>

This is a mandatory field.

<ACCOUNT NUMBER IS REQUIRED FOR THIS LETTER>

This is a mandatory field.

<CANNOT STOP A LETTER TO THE OPTIONAL ADDRESS>

A letter assigned to an optional address cannot be stopped.

<CITY IS REQUIRED>

This is a mandatory field.

<FIRST ADDRESS LINE IS REQUIRED>

The first line of the address is a mandatory field.

<FIRST NAME IS REQUIRED>

This is a mandatory field.

<FIRST REFERENCE ADDRESS>

[PF7] is not valid. There are no more recent addresses.

<INVALID KEY PRESSED>

An invalid key has been pressed.

<INVALID LETTER TYPE FOR L105, USE D110 INSTEAD>

V90 letter cannot be requested using this screen, use the D110 screen.

<INVALID OPTIONAL DATE; DATE FORMAT MUST BE MM/DD/YY>

The date must be keyed in MM/DD/YY format.

<LAST NAME IS REQUIRED>

The last name must be entered.

<LAST REFERENCE ADDRESS>

[PF8] is not valid. There are no more previous addresses.

<LAST SELECTED ACCOUNT. PRESS **[PF4]** TO REDISPLAY FIRST SELECTED ACCOUNT>

The last account in the selection process is displayed on the current screen. In order to scroll back to the first selected account, press **[PF4]**.

<LETTER REQUEST NOT FOUND>

The letter request to be deleted has not been found on the data base.

<LETTER REQUEST PROCESSED>

The attempt to store a letter request was successful.

<LETTER REQUEST REMOVED>

The attempt to remove a letter request was successful.

<LETTER TYPE CODE ALREADY REQUESTED FOR THIS ACCOUNT>

A duplicate letter has been requested.

<LETTER TYPE CODE IS REQUIRED>

This is a mandatory field. Letter codes are listed in Appendix D.

<LETTER TYPE CODE REQUIRED TO STOP LETTER>

The LETTER REQUESTED TYPE is a mandatory field when trying to stop a letter. Letter codes are listed in Appendix D.

APPENDIX A: SYSTEM MESSAGES

L105 - Collector Letter Reference

<u>Message</u>	<u>Definition</u>
<MULTIPLE ACCOUNTS NOT SELECTED>	The user has selected just one account from the Alpha Name Search Results Screen.
<NO ADDRESS HAS BEEN SELECTED>	The letter type selected cannot be sent to an optional address.
<NOT A VALID, APPROVED LETTER TYPE CODE>	The field entered is not a valid, approved letter type code.
<NOT A VALID LETTER FOR AGENCY>	LETTER REQUESTED TYPE must be one which is available to the agency. Refer to Appendix D.
<ONLY ONE ADDRESS MAY BE SELECTED>	A letter may be sent to only one of the addresses.
<OPTIONAL ADDRESS NOT SELECTED, DATA IGNORED>	The <u>OPTIONAL ADDRESS</u> must be selected if a name and/or address is entered in the <u>OPTIONAL ADDRESS</u> field.
<OPTIONAL AMOUNT IS REQUIRED>	The optional amount is a mandatory field.
<OPTIONAL AMOUNT MUST BE NUMERIC>	The field entered must contain all numbers.
<OPTIONAL DATE IS REQUIRED>	This is a mandatory field.
<OPTIONAL DEBT ID IS REQUIRED>	This is a mandatory field.
<OPTIONAL DEBT ID NOT FOUND>	The optional debt ID was not found on the data base.
<SSN PORTION OF ACCOUNT MUST BE NUMERIC>	The field entered must contain all numbers.
<THIS LETTER CANNOT BE REQUESTED FROM L105>	This letter requires special processing and is not a valid choice for the L105 Screen.
<U06 LETTERS ARE ONLY SENT TO THE POSTMASTER>	Pauses the transaction to remind the operator that only the <u>OPTIONAL CITY</u> , <u>STATE</u> and <u>ZIP</u> code fields can be modified.
<VALID STATE CODE REQUIRED>	This is a mandatory field.
<VALID ZIP CODE REQUIRED FOR STATE>	This is a mandatory field.
<ZIP CODE IS REQUIRED>	This is a mandatory field.
<ZIP CODE MUST BE BLANK>	This field must be blank only.
<ZIP CODE MUST BE NUMERIC>	This field must contain only numbers.
<ZIP +FOUR MUST BE NUMERIC>	This field must contain only numbers.

COLLECTIONS

L106 - Letter History

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>

The account number must begin with an "E" or "S".

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>

The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.

<ACCOUNT NUMBER MUST BE ENTERED>

This is a mandatory field.

<FIRST PAGE>

The first page of information is displayed; no further scrolling back is allowed.

<INVALID KEY PRESSED>

An invalid **[PF]** key has been pressed.

<LAST PAGE>

The last page of information is displayed; no further scrolling forward is allowed.

<LAST SELECTED ACCOUNT. PRESS **[PF4]** TO REDISPLAY FIRST SELECTED ACCOUNT>

The last account in the selection process is displayed on the current screen. In order to scroll back to the first selected account, press **[PF4]**.

<MULTIPLE ACCOUNTS NOT SELECTED>

The user has selected just one account from the Alpha Name Search Results Screen.

<NO LETTER HISTORY RECORDS FOUND>

No Letter History records have been found on the data base.

<SSN PORTION OF ACCOUNT NUMBER MUST BE NUMERIC>

The field entered must contain all numbers.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L107 - Federal Defaulter

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT INELIGIBLE - BALANCE < 50.00>

The balance must be greater than \$50.00 to enter federal defaulters.

<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>

The account number must begin with an "E" or "S".

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE, PRESS ENTER>

The account number displayed is the valid number currently held on the data base.

<ACCOUNT NUMBER MUST BE ENTERED>

This is a mandatory field.

<ADDRESS NOT ON FILE>

The address has not been found on the data base.

<ENTER CATCODE AND PRESS PF6 TO CONFIRM ADD>

Enter in the Catcode and press the required key to confirm the add.

<FEDERAL DEFAULTER RECORD CREATED>

The attempt to create a federal defaulter record was successful.

<GDFDP600 PROGRAM-REC NOT FOUND; NOTIFY CUSTOMER SERVICE>

This is a data base problem. Notify Customer Service.

<INSUFFICIENT ACCESS AUTHORITY>

User has insufficient security to access account.

<INVALID ACCOUNT OWNER FOR STATUS CODE CHANGE>

The account owner must be a value between ED301 through ED349.

<INVALID CATEGORY CODE>

An invalid category code has been entered.

<INVALID CHANGE FOR SECURITY PROFILE>

User does not have sufficient security access to perform the desired change.

<INVALID KEY PRESSED>

An invalid key has been pressed.

<INVALID STATUS CODE>

An invalid status code has been entered.

<MULTIPLE ACCOUNTS NOT SELECTED>

The user has selected just one account from the Alpha Name Search Results Screen.

<MUST BE A VALID DATE IN MMDDYY FORMAT>

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

APPENDIX A: SYSTEM MESSAGES

L107 - Federal Defaulter

<u>Message</u>	<u>Definition</u>
<NEW STATUS CODE IS SAME AS CURRENT STATUS CODE>	The new status code entered must be different from the current status code.
<NOT A VALID STATUS CODE CHANGE FROM OLD CODE>	Status codes do not follow prescribed sequence.
<PROCESSED>	Request changes have been made to the data base.
<SSN PORTION OF ACCOUNT MUST BE NUMERIC>	The field entered must contain all numbers.
<STATUS CODE DATE MUST BE NUMERIC>	This field must contain only numbers.
<STATUS CODE MUST BE ENTERED WHEN DATE IS ENTERED>	This is a mandatory field when the date is entered.
<UPDATE IN PROGRESS, ACCOUNT CHANGE IGNORED>	An update to this account is currently being processed and an account number change cannot take place at this time.
<WARNING: XX ADDITIONAL FDP DEBTS NOT DISPLAYED>	This account has more than 7 FDP DEBTS. Only the first 7 are displayed.

COLLECTIONS

L108 - Audit Trail Information

MessageDefinition

<ACCOUNT HAS BEEN ARCHIVED TO TAPE>

Account has been archived from the data base to tape.

<ACCOUNT MUST BEGIN WITH 'S' OR 'E'>

The account number must begin with an "E" or "S".

<ACCOUNT NOT ON FILE>

The account record has not been found on the data base.

<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>

The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.

<ACCOUNT NUMBER MUST BE ENTERED>

This is a mandatory field.

<ACCOUNT NUMBER NOT ENTERED>

This is a mandatory field.

<FIRST SCREEN>

The first screen is displayed; no further scrolling back is allowed.

<INVALID KEY PRESSED>

An invalid **[PF]** key has been pressed.

<LAST SCREEN>

The last screen is displayed; no further scrolling forward is allowed.

<MULTIPLE ACCOUNTS NOT SELECTED>

The user has selected just one account from the Alpha Name Search Results Screen.

<NO AUDIT HISTORY RECORDS>

No audit history records were found on the data base for this account.

<SSN PORTION OF ACCOUNT MUST BE NUMERIC>

The field entered must contain all numbers.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L109 - Debt Level

<u>Message</u>	<u>Definition</u>
<ACCOUNT HAS BEEN ARCHIVED TO TAPE>	Account has been archived from the data base to tape.
<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>	The account number must begin with "E" or "S".
<ACCOUNT NOT ON FILE>	The account record has not been found on the data base.
<ACCOUNT NUMBER HAS BEEN CHANGED TO THE NUMBER SHOWN ABOVE>	The entered SSN has changed. The new one automatically replaces it in the ACCT NO field.
<ACCOUNT NUMBER MUST BE ENTERED>	The account number must be entered.
<AGENCY NAME NOT FOUND>	The agency name entered was not found on the data base.
<CLAIMING LENDER NAME NOT FOUND>	The claiming lender name was not found on the data base.
<CLAIMING LENDER REC NOT FOUND>	The claiming lender record was not found on the data base.
<DEBT DOES NOT BELONG TO THIS ACCOUNT>	The Debt ID does not belong to the account.
<DEBT ID MUST BEGIN WITH "F", "N", "D", "P", OR "G">	The Debt ID must begin with an "F", "N", "D", "P", or "G".
<DEBT PORTION OF THE DEBT ID MUST BE NUMERIC>	The field entered must contain all numbers.
<DEBT RECORD NOT FOUND>	The Debt ID does not exist on the data base.
<ENTER ACCOUNT NUMBER OR DEBT ID>	The account number or Debt ID must be entered.
<FIRST PAGE>	The first page of information is displayed; no further scrolling back is allowed.
<GUARANTY AGENCY NOT FOUND>	The Guaranty Agency entered was not found on the data base.
<INVALID KEY PRESSED>	An invalid [PF] key has been pressed.
<LAST SELECTED ACCOUNT. PRESS [PF4] TO REDISPLAY FIRST SELECTED ACCOUNT>	The last account in the selection process is displayed on the current screen. In order to scroll back to the first selected account, press [PF4].
<MULTIPLE ACCOUNTS NOT SELECTED>	The user has selected just one account from the Alpha Name Search Results Screen.
<NO MORE DEBTS>	There is no more debt information to be displayed.

APPENDIX A: SYSTEM MESSAGES

L109 - Debt Level

Message<ORIGINATING LENDER NAME NOT
FOUND><ORIGINATING LENDER REC. NOT
FOUND>

<ORIGINATING SCHOOL:>

<SCHOOL NAME NOT FOUND>

<SSN PORTION OF ACCOUNT MUST
BE NUMERIC>DefinitionThe originating lender name entered was not found on the data
base.The originating lender record entered was not found on the
data base.

This is a mandatory field.

The school name entered was not found on the data base.

The field entered must contain all numbers

COLLECTIONS

L110 - Alpha Name Search Results

Message

<DATA BASE IS CHANGED; PLEASE TRY LATER>

<ENTITY NAME MUST BE AT LEAST FOUR CHARACTERS LONG UNLESS EXACT MATCH SELECTED>

<EXACT MATCH SELECTED, NO (ENTITY, FIRST, LAST, MIDDLE NAME) ENTERED>

<FIRST NAME AND ENTITY NAME CANNOT BOTH BE ENTERED>

<FIRST NAME REQUIRED FOR MIDDLE NAME ENTRY>

<FIRST PAGE. YOU MAY SELECT ACCOUNT(S) AND TRANSFER WHERE:>

<INVALID KEY PRESSED>

<LAST NAME AND ENTITY NAME CANNOT BOTH BE ENTERED>

<LAST NAME MUST BE AT LEAST FOUR CHARACTERS LONG UNLESS EXACT MATCH SELECTED>

<LAST NAME OR ENTITY NAME MUST BE ENTERED>

<LAST PAGE. YOU MAY SELECT ACCOUNT(S) AND TRANSFER VIA:>

<LAST PAGE. YOU MAY SELECT ACCOUNT(S) AND TRANSFER WHERE:>

<MIDDLE NAME AND ENTITY NAME CANNOT BOTH BE ENTERED>

<PRESS PF8 TO CONTINUE SEARCH, OR SELECT ACCOUNT(S) AND TRANSFER VIA:>

Definition

A change has been made to the data base; attempt this function tomorrow.

The entity name must contain a minimum of four characters.

This is a mandatory field if an exact match is requested.

Either the first name or the entity name must be entered.

The first name is mandatory when the middle name is entered.

The first page of information is currently displayed. Select an account and transfer to the appropriate screen.

An invalid **[PF]** key has been pressed.

Either the last name or the entity name must be entered.

The last name must contain a minimum of four characters.

Either the last name or the entity name must be entered.

The last page of information is currently displayed. Select an account and transfer to the appropriate screen.

The last page of information is currently displayed. Select an account and transfer to the appropriate screen.

Either the middle name or the entity name must be entered.

Press **[PF8]** to scroll forward, or select an account and transfer to the appropriate screen.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L112 - Archive History Information

Message

<ACCOUNT NUMBER MUST BEGIN
WITH 'E' OR 'S'>

<ACCOUNT STATUS NOT ELIGIBLE
FOR RESTORE>

<ACCOUNT WILL BE RESTORED>

<ARCHIVED ACCOUNT HAS BEEN
RESTORED>

<ARCHIVED DATA IS ON
MICROFICHE>

<ENTER ACCOUNT NUMBER>

<INVALID KEY PRESSED>

<RECORD NOT FOUND>

<RESTORATION OF THIS ACCOUNT
HAS BEEN REQUESTED>

<SSN OF ACCOUNT NUMBER MUST
BE NUMERIC>

Definition

The account number must begin with "E" or "S".

The current status of the requested account indicates that
archive procedure was not able to complete successfully.

A request to restore the account was successful.

The attempt to restore the requested account from archive was
successful.

The requested account was archived by Boeing and has not yet
been restored from microfiche.

This is a mandatory field.

An invalid key has been pressed.

An archive history record has not been found for the requested
account.

A request to restore this account has already been successfully
made.

The SSN portion of the account number must be numeric.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L116 - Closed School/Non-Default Information

Message

<CANNOT CHANGE DUE DATE
AND/OR PAYMENT AMOUNT WHEN
STOP BILLING SELECTED>

<CANNOT CHANGE PAYMENT
AMOUNT WITHOUT CHANGING THE
PAYMENT DUE DATE>

<CANNOT CHANGE PAYMENT DUE
DATE WITHOUT CHANGING THE
PAYMENT AMOUNT>

<DAY OF MONTH FOR DUE DATE
MUST BE 28 OR LESS>

<INVALID KEY PRESSED>

<INVALID PAYMENT DUE DATE>

<PAYMENT AMOUNT MUST BE
GREATER THAN 0.0>

<PAYMENT AMOUNT MUST BE
NUMERIC OR NOT LESS THAN ZERO>

<PAYMENT DUE DATE MUST BE
GREATER THAN CURRENT DATE>

<PAYMENT DUE DATE MUST BE
NUMERIC>

<PAYMENT DUE DATE CANNOT BE
MORE THAN 60 DAYS FROM THE
CURRENT DATE>

<STOP BILLING MUST BE SELECTED
WITH A 'Y'>

<UPDATE COMPLETED>

Definition

Due date or payment amount cannot change when stop billing has been selected.

Payment due date entry is required when the payment amount is changed.

Payment amount entry is required when the due date is changed.

The day of the month of the payment due date must be 28 or less; due dates of 29, 30, and 31 are not allowed.

An invalid key has been pressed.

The date entered is not in a valid format or is not a valid date. For example, the day, month, or year is out of range.

The field entered must have a positive value.

The field entered must have a positive value and contain all numbers.

The payment due date must occur later than the current date.

The field entered must contain all numbers.

The date entered for billing start cannot be more than 60 days in the future.

A "Y" must be entered to process a stop billing.

The attempt to update the account's billing information was successful.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L117 - Closed School Tracking

Message

<ACCOUNT MUST BEGIN WITH 'E' OR 'S'>

<ACCOUNT NUMBER NOT FOUND
DMCS DATA BASE>

<ACTION MUST BE A (ADD), D
(DELETE), S (SELECT), R (UNDER
REVIEW), H (ON HOLD)>

<ACTIVITY CODE ENTERED IS SAME
AS CURRENT ACTIVITY CODE>

<ACTIVITY CODE MUST BE: PR, IR,
RR, PE>

ACTIVITY CODE MUST BE ENTERED
WHEN DATE IS ENTERED>

<APPROVED REFUND TRANSACTIONS
HAVE BEEN GENERATED>

<CAN ONLY CHANGE STATUS TO H
(ON HOLD)>

<CAN ONLY CHANGE STATUS TO R
(UNDER REVIEW)>

<CANNOT PROCESS PACKAGE UNTIL
ALL DEBTS REVIEWED BY ED>

<CLOSED SCHOOL FILE IS
CURRENTLY BUSY... RETRY LATER>

<DATE MUST BE IN MM/DD/YY
FORMAT>

<DEBT ALREADY EXISTS IN DISC
AREA; CANNOT ADD>

<DEBT ALREADY EXISTS IN
LOCATION 'ED038'; CANNOT ADD>

<DEBT CANNOT BE DELETED>

<DEBT DELETED FROM DISCHARGE
RECORD>

Definition

The account number or Social Security Number must begin with an "E" or "S".

The account number does not exist on the data base.

Action entered is invalid. Valid values are A, D, S, R, or H.

The package activity code entered is the same as the activity code displayed.

Valid activity codes are PR, IR, RR, or PE.

The package activity code and the activity date must be entered at the same time.

For an ED user, the package process has generated approved refund transactions.

Debts with an "Under Review" status can only be changed to an "On Hold" status.

Debts with an "On Hold" status can only be changed to an "Under Review" status.

All debts must be processed before the package can be completed by an ED user.

The Closed School Master File is being accessed by another user. Wait a few seconds and try again.

The date entered is not in valid format.

The debt ID entered already exists in the data base.

The location code of the debt has already been set to ED038.

Debts that have been placed in "Under Review" status by SLPC can only be deleted by SLPC. Debts that have been placed in "Under Review" status by ED can only be deleted by ED.

The Closed School Discharge debt has been deleted from the package.

APPENDIX A: SYSTEM MESSAGES

L117 - Closed School Tracking

<u>Message</u>	<u>Definition</u>
<DEBT DENY TRANSACTION HAS BEEN GENERATED - CANNOT DELETE>	Information message indicating debt specified on the screen cannot be deleted due to debt refund transaction already generated.
<DEBT HAS BEEN APPROVED/DENIED BY ED>	The debt ID has been approved by an ED user or denied.
<DEBT ID ALREADY EXISTS IN THIS PACKAGE>	The debt ID already exists on the data base for this package.
<DEBT ID DOES NOT BELONG TO ACCOUNT>	The debt ID entered does not belong to the account.
<DEBT ID MUST BE ENTERED FOR ADD ACTION>	In order to enter a debt, the debt ID must be entered.
<DEBT ID NOT FOUND ON DMCS DATA BASE>	The debt ID does not exist on data base.
<DEBT IS NOT A GSL LOAN>	The debt entered must be a GSL loan starting with the letter G.
<DEBT IS NOT IN DISCHARGE AREA; CANNOT CHANGE STATUS>	The indicated Closed School Discharge debt record does not exist on the data base.
<DEBT IS NOT IN DISCHARGE AREA; CANNOT SELECT>	The indicated Closed School Discharge debt record does not exist on the data base.
<DEBT RECORD ADDED>	The Closed School Discharge debt record has been added.
<DEBT RECORD IS NOT IN DISCHARGE AREA; CANNOT DELETE>	The indicated Closed School Discharge debt record does not exist on the data base.
<DEBT REFUND TRANSACTION HAS BEEN GENERATED - CANNOT DELETE>	Information message indicating debt specified on the screen cannot be deleted due to debt refund transaction already generated by an ED user.
<DEBT REVIEW HAS BEEN COMPLETED BY ED>	The debt status cannot be changed because the package has already been processed.
<DISCHARGE RECORD ADDED>	The Closed School Discharge debt record has been added.
<END OF CURRENT ACCOUNT HAS BEEN REACHED>	There are not more debts for this account.
<ENTER ACCOUNT NUMBER>	Enter account number or Social Security Number.
<ENTER FORM TYPE>	The form type must be entered.
<ENTER SID>	The school ID must be entered.
<ENTER THE DEBT ID(S) TO BE ADDED FOR DISCHARGE REVIEW>	The debt ID must be entered for discharge review.
<FORM TYPE MUST BE '1' THROUGH '5'>	The one-character code for the Closed School Discharge type of form sent to the borrower must be 1 - 5.

COLLECTIONS

L117 - Closed School Tracking

MessageDefinition

<INVALID ACTIVITY CODE>

The package activity code is entered is not valid.

<INVALID CHANGE FROM OLD TO NEW ACTIVITY CODE>

The new package activity code entered is not valid compared to the old one.

<INVALID KEY PRESSED>

An invalid [PF] key was pressed. Verify the information and press the correct key.

<LAST SELECTED ACCOUNT. PRESS PF4 TO REDISPLAY FIRST SELECTED ACCOUNT>

The last account has been reached in scrolling.

<MULTIPLE ACCOUNTS NOT SELECTED>

The user has not selected multiple accounts on the Alpha Name Search Entry Screen (L110) before transferring to L117.

<PACKAGE HAS BEEN PROCESSED; PRESS PF6 TO CONFIRM ADD OF ANOTHER ONE>

This prompt enables the user to confirm the addition of another package.

<PACKAGE REVIEW COMPLETED; NO APPROVED REFUND TRANSACTION>

No refunds are due to the student.

<PACKAGE REVIEW COMPLETED; NO APPROVED REFUND TRANSACTIONS ARE READY TO PROCESS>

For an ED user, the package process is ready to generate approved refund transactions.

<PACKAGE REVIEW COMPLETED; APPROVED REFUND TRANSACTIONS ARE READY FOR ED REVIEW>

For an ED user, the package process has been completed and approved refund transactions area ready to be reviewed.

<PRESS PF6 TO ADD DEBT; USE DEBT MAINT. SCREEN (F120) TO SET LOC CODE TO (ED038)>

This prompt allows the user to confirm the addition of a debt. In order to change the location code to ED038, transfer to the Debt Maintenance Screen (F120).

<PRESS PF6 TO CONFIRM ADD OF CLOSED SCHOOL ACCOUNT>

This prompt allows the user to confirm the addition of an account.

<PRESS PF6 TO CONFIRM ADD OF CLOSED SCHOOL DEBT>

This prompt allows the user to confirm the addition of an account.

<PRESS PF6 TO CONFIRM ADD OF CLOSED SCHOOL PACKAGE RECORD>

This prompt allows the user to confirm the addition of a package record.

<PRESS PF6 TO CONFIRM DELETE OF CLOSED SCHOOL ACCOUNT>

This prompt allows the user to confirm the deletion of an account.

<PRESS PF6 TO CONFIRM DELETE OF CLOSED SCHOOL DEBT>

This prompt allows the user to confirm the deletion of an account.

<PRESS PF6 TO CONFIRM PACKAGE ACTIVITY CHANGE>

This prompt allows the user to confirm package activity changes.

APPENDIX A: SYSTEM MESSAGES

L117 - Closed School Tracking

<u>Message</u>	<u>Definition</u>
<PRESS PF6 TO CONFIRM SET STATUS TO ON HOLD>	This prompt allows the user to confirm setting the status to "On Hold".
<PRESS PF6 TO CONFIRM SET STATUS TO ON HOLD>	This prompt allows the user to confirm setting the status to "Under Review".
<PRESS PF6 TO DELETE PACKAGE OR ENTER DEBT IDS TO BE ADDED FOR DISCHARGE REVIEW>	For the package added, debt ID(s) must be deleted or the package must be deleted.
<PRESS PF6 TO GENERATE APPROVED REFUND TRANSACTIONS>	This prompt allows the ED user to process the package.
<PROCESS FLAG MUST BE Y OR N>	Valid values for the package process field are Y or N.
<PROCESSED>	The Closed School Discharge debt has been added to the package.
<SSN PORTION OF ACCOUNT ON DMCS DATA BASE>	The nine-digit Social Security Number must be numeric.
<TOP OF CURRENT ACCOUNT HAS BEEN REACHED>	The top of the debts for this account has been reached.
<UPDATES THE ACTIVITY AND/OR DEBT-ID(S) INFO AND PRESS ENTER>	This prompt instructs the user to update the activity and/or debt information for the account.
<WARNING: SID NOT FOUND; PRESS PF6 TO CONFIRM ADD OF CLOSED SCHOOL ACCOUNT>	This prompt allows the user to confirm the addition of an account record with the warning message that the school ID (SID) was not found on the Closed School Master File.
<WARNING: SID NOT FOUND; PRESS PF6 TO CONFIRM ADD OF CLOSED SCHOOL PACKAGE REC>	This prompt allows the user to confirm the addition of a package record with the warning message that the school ID (SID) was not found on the Closed School Master File.

COLLECTIONS

L118 - Closed School Review

MessageDefinition

<ACCOUNT NUMBER NOT FOUND>

The account number entered was not found on the data base.

<AMOUNT MUST BE ENTERED>

Amount must be greater than zero and not spaces.

<APPROVED/DENY CODE MUST BE
'D' IF DENY REASON IS ENTERED>

If user has entered a deny reason, the approved/deny code must be D.

<APPROVED/DENY CODE MUST BE
ENTERED>

Approved/deny codes must not be spaces.

<BAD DENIAL LETTER SELECTED>

There has been an error in the program that generated the letter. For more information, call Help Desk.

<DENIAL REASON MUST BE
NUMERIC>

The denial reason entered was not numeric. The user must enter a two-digit code for denial processing.

<DUPLICATE DENIAL REASON CODE
FOUND>

Denial reason codes may not be repeated.

<FIRST DEBIT>

The first debt of the package has been reached in scrolling.

<INVALID AMOUNT ENTERED>

Valid amounts are numeric.

<INVALID APPROVED/DENY CODE;
VALID VALUES ARE 'A' OR 'D'>

Valid approved/deny codes are A or D.

<INVALID DENIAL REASON CODE>

An invalid deny reason code has been entered. The valid range of codes is 71 - 88.

<INVALID KEY PRESSED>

An invalid [PF] key was pressed. Verify the information and press the correct key.

<INVALID REASON CODE>

Valid reason codes are BD, RL, RS, and RT.

<LETTER FORMAT IS TOO WIDE>

There has been an error in the program that generates the letter. For more information, call the Help Desk.

<NO ADDRESS RECORD FOUND THIS
ACCOUNT>

An address record was not found in the data base for this account.

<NO MORE DEBTS>

The last debt of the package has been reached in scrolling.

<NO PAYMENTS HAVE BEEN MADE
FOR THIS ACCOUNT>

No payments records are found in the data base for this account.

<PACKAGE RECORD NOT FOUND>

The package record was not found in the data base for this account.

<PRESS PF4 TO REVIEW LETTER, PF6
TO PROCESS OR PF5 TO CANCEL>

This prompt instructs the user to review the denial letter, process the package, or refresh the screen.

APPENDIX A: SYSTEM MESSAGES

L118 - Closed School Review

<u>Message</u>	<u>Definition</u>
<PRESS PF6 TO PROCESS OR PF5 TO CANCEL>	The prompt instructs the user to process the package or refresh the screen.
<PROGRAM CSG DEBT RECORD NOT FOUND>	A Closed School Discharge debt record was not found in the data base.
<PROGRAM SPEC RECORD NOT FOUND>	The program-specific record for this Closed School Discharge debt was not found in the data base.
<REASON CODE MUST BE ENTERED>	Reason code must not be spaces.
<RECORDS PROCESS SUCCESSFUL>	The package has been processed successfully.
<REQUESTED LETTER IS GREATER THAN THE MAXIMUM ALLOWED>	The user has requested too many denial reason codes.
<SCHOOL ID MUST BE NUMERIC>	The school ID entered is not numeric. The ED user must enter a six-digit school ID for processing.
<SCHOOL ID NOT FOUND; ENTER A VALID SCHOOL ID FOR APPROVAL ACTION>	The ED user must enter a valid closed school ID that exists on the Closed School Master file for approval process. This is mandatory.
<SCHOOL ID NOT FOUND; ENTER VALID SCHOOL ID OR SCHOOL NAME FOR DENIAL PROCESS>	The denial letter must have a closed school name for letter processing. The ED user must enter a valid closed school ID or closed school name to process the denial request. If school ID is entered, the closed school name will be populated automatically.
<UNKNOWN ERROR IN PROGRAM GDCOL218 - CONTACT HELP DESK>	There has been an error in the program that generates the letter. For more information, call the Help Desk.

COLLECTIONS

L119 - Closed School Letter Review

Message

<FIRST PAGE>

<INVALID PF KEY>

<LAST PAGE>

Definition

The first page of the letter has been reached.

An invalid [**PF**] key was pressed. Verify the information and press the correct key.

The last page of the letter has been reached.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L120 - On-Line Query

MessageDefinition

<ACCOUNT BALANCE AND DEBT
BALANCE CANNOT BOTH BE
ENTERED>

The user must enter either an account balance or a debt balance.

<ACCT-OWNER AND DEBT-LOC-CODE
CANNOT BOTH BE ENTERED>

The user must enter either the ACCT OWNER code or the DEBT LOC code, not both unless ACCT OWNER is SP000.

<AGE-OF-DEBT HI AND LOW CANNOT
BE ZEROS>

The user may not enter zero in either field.

<ACCT OWNER HI AND LOW MUST
HAVE THE SAME PREFIX>

The account owner prefix must be the same as the account owner low.

<CANNOT SELECT ACCOUNTS FROM
ANOTHER REGION>

Only accounts within the user's region may be selected.

<COLLECTOR NUMBER LOW CANNOT
BE GREATER THAN HIGH>

The collector number low entered must be less than or equal to the collector number high.

<COLLECTOR NUMBER MUST BE
NUMERIC>

The collector number entered must be numeric.

<DEBT LOC CODE HIGH AND LOW
MUST HAVE THE SAME PREFIX>

The debt location code prefix must be the same as the debt location code low.

<DEBT LOC DATE HIGH LESS THAN
DEBT LOC DATE LOW>

The debt loc date high must be greater than or equal to the debt loc date low.

<DEBT LOC DATE MUST NOT EXCEED
CURRENT DATE>

The debt loc date entered must be less than or equal to the current date.

<DEBT TYPE "X" MUST BE SELECTED
WITH LOAN TYPE "Y">

The debt and loan type combination entered do not correspond to the matrix.

<DELINQUENT DAYS MAY NOT BE
GREATER THAN AGE OF DEBT >

The user may not specify delinquent days entered which are greater than the age of debt days.

<DUPLICATE DEBT PROGRAM TYPE
SELECTED>

The user has selected a duplicate debt program type.

<FDP STATUS CODE MUST BE
ENTERED>

This is a mandatory field. The user must enter an FDP status code when an FDP status year is entered.

<FDP STATUS YEAR MUST BE
ENTERED>

This is a mandatory field. The user must enter an FDP status year when an FDP status code is entered.

<FDP STATUS YEAR MUST BE
NUMERIC AND BETWEEN 1982 AND
CURRENT-YEAR>

The FDP status year entered must be numeric and between 1982 and the current year.

APPENDIX A: SYSTEM MESSAGES

L120 - On-Line Query

<u>Message</u>	<u>Definition</u>
<FIRST PAGE>	The first page is displayed and there is no more information to scroll back.
<FOUND DUPLICATE ENTRY>	A duplicate entry was found for academic year, servicer ID, ICRP status, FDP status, TOP status, loan type or debt type.
<FOUND DUPLICATE SORT SEQUENCE>	The user has entered a duplicate sort sequence number in the sort sequence field. The duplicate sort sequence number must be deleted.
<FROM ACADEMIC YEAR MUST NOT EXCEED CURRENT YEAR>	The from academic year entered must be less than or equal to the current year.
<FROM AND TO ACADEMIC YEARS MUST BE CONSECUTIVE>	The from and to academic years entered must be consecutive.
<GA NUMBER MUST BE NUMERIC>	The GA number entered must be numeric.
<GA NUMBER NOT ON DATABASE>	The user has entered an invalid GA number.
<GUARANTY AGENCY TABLE-REC NOT ON DATABASE>	The user has entered a guaranty agency table record which is not on the data base.
<INVALID DEBT LOC DATE>	The debt loc date entered must be a valid date.
<INVALID ICRP STATUS>	The ICRP status entered must be a valid code.
<INVALID KEY>	An invalid key has been pressed.
<INVALID KEY PRESSED>	An invalid key has been pressed.
<LAST PAGE>	The last page is displayed and there is no more information to scroll forward.
<LENDER NUMBER MUST BE NUMERIC>	The lender number entered must be numeric.
<LENDER NUMBER NOT FOUND ON DATA BASE>	The user has entered an invalid lender number.
<MUST BE: "04", "05", "09", OR "ALL">	This is a mandatory field. The user must select one of the three regions or all.
<MUST BE: "1", "2", "3", "4", OR BLANK>	The user must enter "1" through "4" or leave the SORT# field blank.
<MUST BE: "1", "2", "3", "4", "5", "6", "7", "8", "9", "A", "B", "C", "D", OR "E">	The user must select an FDP status code of "1" through "9", "A", "B", "C", "D", or "E" or leave the field blank.
<MUST BE: "1", "2", "3", "4", "5", "6", "8", "9">	The user must enter "1", "2", "3", "4", "5", "6", "8", "9".
<MUST BE: "A", "C", "D", "P", "W", "X" OR BLANK>	This is a mandatory field. The user must select "A", "C", "D", "P", "W" "X" or blank.

COLLECTIONS

L120 - On-Line Query

Message

<MUST BE: "A", "D" OR BLANK>

<MUST BE: "C", "P" OR BLANK>

<MUST BE VALID ED LOCATION
CODE OR AGENCY NUMBER><MUST BE A VALID ED LOCATION
CODE, AGENCY NUMBER OR SP000><MUST BE: BA, CM, CO, CS, CX, DE,
DP, DR, DS, IC, OP, PF, PS, RP, RS, SL,
TC, TO, UL, UN, WA, WL, WM, WS><MUST BE LESS THAN OR EQUAL TO
ACCT-BALANCE-HIGH><MUST BE LESS THAN OR EQUAL TO
ACCT-OWNER-HIGH><MUST BE LESS THAN OR EQUAL TO
AGE-OF-DEBT- HIGH><MUST BE LESS THAN OR EQUAL TO
DEBT-BALANCE-HIGH><MUST BE LESS THAN OR EQUAL
DEBT-LOC-CODE-HIGH><MUST BE LESS THAN OR EQUAL TO
DELINQUENT-DAY HIGH><MUST BE LESS THAN OR EQUAL TO
ZIP CODE HIGH><MUST BE NUMERIC AND BETWEEN
00400 AND 99929>

<MUST BE NUMERIC OR BLANK>

<MUST BE "S" OR "E">

<MUST BE "Y" OR BLANK>

<MUST SELECT DEBT LOC CODE
WHEN DEBT LOC DATE IS ENTERED><MUST SELECT FDSL DEBT TYUPE
"D" WITH SERVICER-ID>Definition

The user must select "A", "D", or leave the field blank.

The user must select "C", "P", or leave the field blank.

The user has entered an invalid ED location code or agency
number.The user has entered an invalid ED location code, agency
number or SP000.An invalid close reason code has been entered. The user must
enter one of the codes shown.The user must enter an account balance less than or equal to
the account balance high.The user must enter an account owner code low less than or
equal to the account owner code high.The user must enter an age of debt low less than or equal to the
age of debt high.The user must enter a debt balance low less than or equal to
the debt balance high.The user must enter a debt location code less than or equal to
the debt location code high.The user must enter delinquency days less than or equal to
delinquency days high.The user must enter a zip code less than or equal to the zip
code high.The user must enter a numeric zip code between 00400 and
99929.

The field must be in numeric format or blank.

The account type entered must be "S" (Social Security
Number) or "E" (Employer ID).The user must select this field by entering a "Y" or leave the
field blank if it is not desired.The debt loc code fields must be entered when the debt loc
date fields are entered.The user must select the FDSL debt type "D" when selecting
on a servicer ID.

APPENDIX A: SYSTEM MESSAGES

L120 - On-Line Query

<u>Message</u>	<u>Definition</u>
<MUST SELECT GSL DEBT TYPE "G" WITH GA NUMBER>	The user must select the GSL debt type "G" when selecting on a GA number.
<MUST SELECT GSL DEBT TYPE "G" WITH ICRP STATUS>	The user must select the GSL debt type "G" when selecting on an ICRP status.
<MUST SELECT NDSL DEBT TYPE "N" WITH ASSIGN/CLOSE >	The user must select the NDSL debt type "N" when selecting on an assign/close reason.
<MUST SELECT POVR DEBT TYPE "P" WITH ACADEMIC-YR>	The user must select the POVR debt type "P" when selecting on an academic year.
<MUST SELECT SORT SEQUENCE NUMBER>	The user must indicate a sort sequence if an ascending or descending sequence is entered.
<NO SELECTION ENTERED>	This is a mandatory field.
<NO SORT ENTERED, DEFAULT IS USED. PRESS PF6 TO SUBMIT REPORT>	If the user does not choose a sort preference, the default sort will be used. Press [PF6] to submit report.
<NON NUMERIC DEBT LOC DATE>	The debt loc date entered must be numeric.
<PRESS PF6 TO SUBMIT REPORT>	Press [PF6] to submit report.
<PRIOR OWNER LOW CANNOT BE GREATER THEN HIGH>	The account prior owner low entered must be less than or equal to the account prior owner high.
<PRIOR OWNER MUST BE NUMERIC>	The account prior owner entered must be numeric.
<REGION CODE MUST BE ENTERED>	This is a mandatory field. The user must select a region code.
<REPORT DESTINATION MUST BE ENTERED>	This is a mandatory field. The user must select a report (printer) destination.
<REPORT OPTION DEFAULT TO DETAIL>	The program default for the report options is D (detail).
<REPORT SUBMITTED>	The report request has been submitted.
<REPORT TITLE MUST BE ENTERED>	This is a mandatory field. The user must enter a report title.
<SCHOOL NUMBER NOT FOUND ON DATA BASE>	The user has entered an invalid school number.
<SCHOOL NUMBER MUST BE NUMERIC>	The school number entered must be numeric.
<SERVICER ID MUST BE NUMERIC>	The servicer ID entered must be numeric.
<SORT ASCENDING OR DESCENDING MUST BE ENTERED>	User must select whether an "A" (ascending) or "D" (descending) sort is desired.
<SORT SEQUENCE NUMBER MUST BE CONSECUTIVE>	The user has entered non-consecutive sort sequence numbers.

COLLECTIONS

L120 - On-Line Query

MessageDefinition

<SP000 NOT ALLOWED FOR DEBT
LOCATION CODE>

Only valid ED and agency location codes are allowed for debts.

<TOP STATUS CODE MUST BE
ENTERED>

This is a mandatory field. The user must input an TOP status code.

<TOP STATUS YEAR MUST BE
ENTERED>

This is a mandatory field. The user must enter an TOP status year.

<TOP STATUS YEAR MUST BE NUMERIC
AND BETWEEN 1989 AND THE
CURRENT YEAR>

This is a mandatory field. The TOP status year entered must be numeric and between 1989 and the current year.

<VALID DEBT TYPES: "D", "F", "G", "N",
AND "P">

The user has entered an invalid debt type program.

<VALID FORMAT: TWO DIGIT FROM
AND TO YEARS SEPARATED BY A
HYPHEN; EX: "YY-YY">

The academic year entered must be in the format: YY-YY (from - to years).

<VALID LOAN TYPES: "B", "C", "E", "F",
"G", "I", "P", "R", "S", "T", AND "U">

The user must select a loan type of "B", "C", "E", "F", "G", "I", "P", "R", "S", "T", or "U" or leave blank.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L130 - Rehabilitation/Consolidation

Message

<ACCOUNT ALREADY IN
REHAB/CONSOL STATUS; ONLY
UPDATE IS ALLOWED>

<ACCOUNT/DEBT IN LITIGATION
CANNOT BE REHABILITATED OR
CONSOLIDATED>

<ACCOUNT NOT ON FILE>

<ACCOUNT NUMBER HAS BEEN
CHANGED TO THE NUMBER SHOWN
ABOVE>

<ACCOUNT UPDATED>

<ACTION 'U' IS REQUIRED FOR
UPDATE>

<CANNOT UPDATE ZERO-BALANCE
ACCOUNT>

<CLOSED SCHOOL HEARING
PENDING--PRESS ENTER TO
CONFIRM>

<DEBT CURRENT BALANCE DATE>
PROJECTED PAYOFF DATE - NO
INTEREST PROJECTED>

<DEBT-ID SELECTION MUST BE 'Y',
'N'.>

<DEBT IN AWG; PRESS ENTER TO
CONFIRM>

<DEBT IN FDP — PRESS ENTER TO
CONFIRM>

<DEBT IN PROTECTED CODE--HIT
ENTER TO CONFIRM>

<DEBT UNDER JUDGMENT - PRESS
ENTER TO CONFIRM>

<ENTER ACTION 'C' OR 'R' TO
CONSOLIDATE/REHABILITATE THIS
ACCOUNT>

<INVALID ACCOUNT NUMBER>

Definition

User has attempted an action that has already been performed.
Use Update to modify debts or payoff dates.

The account or debt is at a litigation location; if only the debt
is at that location, other debts may be rehabilitated or
consolidated.

The account number entered is not present in the data base.

Message indicates changed account number; continue
processing.

Successful completion message.

Initial message for existing rehab/consolidation account record
retrieval.

Account has zero balance. No action allowed.

Debt has closed school hearing pending. Verify before
proceeding.

Balance date is greater than projected payoff. Borrower owes
no additional interest.

User has entered an invalid value in the debt selection field.

Debt is marked for Administrative Wage Garnishment. Verify
before proceeding.

Debt is marked as a federal defaulter. Verify before
proceeding.

Debt is in protected location code (ED001-48). Verify before
proceeding.

Highlighted debt has litigation flag on. Verify before
proceeding.

Initial message for new account.

User has entered an account number that does not follow the
accepted format.

APPENDIX A: SYSTEM MESSAGES

L130 - Rehabilitation/Consolidation

<u>Message</u>	<u>Definition</u>
<INVALID CURRENT BALANCE DATE - CANNOT PROJECT FUTURE INTEREST>	Account current balance date is future or invalid. Interest cannot be computed.
<INVALID KEY PRESSED>	Press valid key.
<IRS DELET FILE UNAVAILABLE - UNABLE TO PROCESS ACCOUNT AT THIS TIME>	The VSAM file needed for decertification is not available; program cannot function at this time. If later access is not permitted, tell supervisor or on-site monitor.
<MOVE DEBT FROM PROTECTED CODE BEFORE CERTIFICATION>	Debt must be moved from its present location (ED750-768) before being selected.
<MUST BE RECALLED FROM DOJ BEFORE CERTIFICATION>	Debt must be returned from DOJ before any action can be taken.
<MUST CONSOLIDATE OR REHABILITATE BEFORE UPDATE>	User has entered "U" before "C" or "R".
<NO DEBTS SELECTED>	User has no valid debts selected for rehabilitation or consolidation.
<NO FDSLPGM-SPEC-REC FOR THIS ACCOUNT/DEBT>	Data is missing from the data base; the record cannot be processed.
<NO FISLPGM-SPEC-REC FOR THIS ACCOUNT/DEBT>	Data is missing from the data base; the record cannot be processed.
<NO GSLPGM-SPEC-REC FOR THIS ACCOUNT/DEBT>	Data is missing from the data base; the record cannot be processed.
<NO NDSLPGM-SPEC-REC FOR THIS ACCOUNT/DEBT>	Data is missing from the data base; the record cannot be processed.
<NUMBER OF PAYMENTS IS BELOW MINIMUM REQUIRED; PRESS ENTER TO CONFIRM.	Borrower has not met minimum number of voluntary monthly payments. If borrower is on ICRP, user may press [ENTER] to allow action.
<PAYOFF DATE (MM/DD/YY) MUST BE BLANK OR BETWEEN CURRENT DATE AND 90 DAYS LATER>	User must enter date within range or spaces.
<PRESS ENTER TO CONFIRM UPDATE>	User must press [ENTER] to confirm the action chosen.
<PROGRAM OVERPAYMENTS NOT ELIGIBLE FOR REHABILITATION OR CONSOLIDATION>	Debt cannot be selected.
<REHAB/CONSOL DATA ERROR; FOUND RHB-DEBT-REC WITHOUT A MATCHING DEBT-REC>	Data is missing from the data base; the record cannot be processed.

COLLECTIONS

L130 - Rehabilitation/Consolidation

MessageDefinition

<REOPEN ACCOUNT BEFORE
RECERTIFICATION>

Account has been closed and must be reopened before any
action can be taken.

<TABLE ACCT0014 CONTAINS INVALID
DATA>

Invalid collection agency fee data is present; call the help desk.

<TABLE ACCT0022 CONTAINS INVALID
DATA>

Invalid account minimum balance data is present; call the help
desk.

<TABLE RHBMONTH CONTAINS
INVALID DATA>

Table of minimum months of required payments contains
invalid data.

<THIS DEBT TYPE CANNOT BE
CONSOLIDATED>

Mark debt as "N" or choose action "R".

<THIS DEBT TYPE CANNOT BE
REHABILITATED>

Mark debt as "N" or choose action "C".

<TOTAL AMOUNT IS BELOW MINIMUM
BALANCE REQUIRED; PRESS ENTER
TO CONFIRM>

The total value of the debts chosen for rehabilitation or
consolidation does not meet the minimums established for the
action. If the user presses **[ENTER]**, the edit will be
overridden and the record will be stored.

<UNABLE TO DECERTIFY FOR TOP.
PLEASE DECERTIFY MANUALLY.
PRESS ENTER TO CONTINUE>

User must decertify using the I100 Screen. If access not
permitted, tell supervisor or on-site monitor.

<UNABLE TO UPDATE IRSOFF-AREA.
PLEASE TRY LATER>

IRSOFF-AREA is unavailable; program cannot function at this
time.

<USER NOT AUTHORIZED FOR
UPDATE>

User is not allowed to perform action; see supervisor for
security profile.

<VALID ACTION CODES ARE: BLANK,
"C", "R" OR "U".>

User must enter a valid action.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L150 - Authorization Form Tracking Screen

Message

<ACCOUNT NUMBER HAS BEEN
CHANGED TO NUMBER SHOWN
ABOVE>

<ACCOUNT NUMBER MUST BEGIN
WITH LETTERS "S" OR "E" OR "P">

<ACCOUNT RECORD HAS BEEN
ARCHIVED TO TAPE>

<ACCOUNT RECORD NOT FOUND ON
FILE>

<AUTHORIZATION FORM PACKAGE
REQUEST ALREADY EXISTS>

<AUTHORIZATION FORM PACKAGE
REQUEST HAS BEEN SUBMITTED>

<AUTHORIZED FOR INQUIRY ONLY>

<ENTER "Y" FOR STOP
CORRESPONDENCE REQUEST>

<ENTER "Y" TO REQUEST A NEW
FORM>

<ENTER "Y" TO REQUEST NEW FORM
OR TO STOP CORRESPONDENCE>

<ICRP RECORD ALREADY SET TO
STOP CORRESPONDENCE STATUS>

<ICRP RECORD NOT FOUND ON FILE>

<ICRP RECORD SET TO STOP
CORRESPONDENCE STATUS>

<INVALID ICRP STATUS CODE FOR
NEW FORM REQUEST>

<INVALID KEY PRESSED>

<KEY IN ACCOUNT NUMBER & PRESS
ENTER>

<KEY IN NEXT ACCOUNT NUMBER
AND PRESS ENTER>

<ONLY ONE REQUEST CAN BE
PROCESSED PER SESSION>

<SSN PORTION OF ACCOUNT
NUMBER MUST BE NUMERIC>

Definition

Account number change has occurred. The new number is displayed.

A valid SSN account number beginning with "S" or "E" must be entered.

The account record has been archived due to account inactivity.

The account record is not on the data base.

Authorization Form request has been generated previously.

Authorization Form request has been generated previously.

User's access allows the data to be viewed only.

The stop correspondence field must contain a "Y".

The request for the X23 form field must contain a "Y".

This field must contain a blank or a "Y".

The request for stop correspondence is not necessary when the ICRP status code is "M00".

No ICRP record found on the data base.

Stop correspondence request has been processed.

The request for the X23 form can only be requested when the ICRP status code is "I01", "I02", or "N20".

An invalid [PF] key has been pressed.

Enter the borrower's account number or Social Security Number and press [ENTER] to display data.

Key in next account number and press [ENTER] to display data.

The request for the X23 form and the stop correspondence cannot be processed at the same time.

The field entered must contain numeric data only.

APPENDIX A: SYSTEM MESSAGES

COLLECTIONS

L151 - ICRP Repayment Change Screen

MessageDefinition

<ACCOUNT NOT ON FILE>

The account record is not on the data base.

<ACCOUNT NUMBER HAS BEEN
CHANGED TO NUMBER SHOWN
ABOVE>Account number change has occurred. The new number is
displayed.<ACCOUNT NUMBER MUST BE
ENTERED>

The account number entered must begin with "S" or "E".

<ACCOUNT HAS BEEN ARCHIVED TO
TAPE>The account record has been archived due to account
inactivity.<ACCOUNT OWNER IS NOT IN ICRP
ACCOUNT OWNER CODES>

The account owner is not a valid ICRP account owner code.

<AGENCY FEE NOT FOUND>

The collection agency fee is not on the data base.

<AMOUNT MUST BE GREATER THAN
OR EQUAL TO ZERO>

The amount entered is less than zero or negative.

<ENTER ACCOUNT NUMBER AND
PRESS ENTER TO DISPLAY DATA>

Key in the account number to be viewed.

<FAMILY SIZE MUST BE NUMERIC>

The field has been entered with a non-numeric character.

<ICRP ACCOUNT IS IN INTEREST
ONLY BILLING, NOT IN "AGI"
BILLING>Account does not have AGI data available and is in "A" status.
This account is in interest only payments billing.<ICRP ACCOUNT IS NOT IN BILLING
STATUS>Account does not have AGI data available and is not in "A" or
"E" status.

<ICRP RECORD NOT FOUND>

No ICRP record found on the data base.

<INVALID AMOUNT>

The amount entered must be numeric.

<INVALID PF KEY>

An invalid PF key has been pressed.

<MAKE ANY NECESSARY CHANGES
AND PRESS ENTER>Enter the changes needed in the proper field and press
[ENTER].<PRESS PF6 TO ACCEPT THE
CHANGES AND UPDATE THE DATA
BASE>Press **PF6** to update the changes.

<RECORD UPDATED SUCCESSFULLY>

The new information is stored in the data base successfully.

<SSN PORTION OF ACCOUNT MUST
BE NUMERIC>

The field entered must contain only numbers.

<USER NOT AUTHORIZED TO USE
SYSTEM>

User not assigned to access the system.

APPENDIX A: SYSTEM MESSAGES

APPENDIX B: DOCUMENT/TRANSACTION TYPES AND REASONS

COLLECTIONS

TRANSACTION TYPE: AA — Account Adjustment

DOCUMENT TYPES: SF215, SF5515, SF1081, SF1097, and ACCADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
AD	FRB Error
AW	FRB Error
BN	FRB Error
BP	FRB Error
CC	Collection Fees Lawsuit
CI	Interest Lawsuit
CN	Loan Consolidation
DA	FRB Error
DS	FRB Error
EF	Eliminate Fees
FA	FRB Error
FS	FRB Error
GA	GA Payments
LE	Manual Check to Lender
LN	Lender Payments
N	Negative
NB	FRB Error
NO	FRB Error
ON	FRB Error
OP	FRB Error
OT	Other
P	Positive
PB	FRB Error
PO	FRB Error
RA	Refund Adjustment
SD	FRB Error
SF	FMS Fee Error
ST	Student Refund
SW	FRB Error
VI	Variable Interest Rate
WA	FRB Error
WS	FRB Error

APPENDIX B: DOCUMENT/TRANSACTION TYPES AND REASONS

TRANSACTION TYPE: AD — Administrative Fee

DOCUMENT TYPE: ACCADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: BN — Bounced Check

DOCUMENT TYPE: SF5515

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
DD	Direct Debit (Charge)
FC	Foreign Check
FS	FRB Error
IF	Insufficient Funds
UF	Uncollected Funds
WG	Wage Garnishment

TRANSACTION TYPE: BS — Bounced Check/Stop

DOCUMENT TYPE: SF5515

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
CA	Closed Account
IF	Insufficient Funds
NE	Not Endorsed
OT	Other
PS	Payment Stopped
RM	Refer to Maker
SD	Stale Date

COLLECTIONS

TRANSACTION TYPE: CA — Cancel

DOCUMENT TYPE: ACCADJ

TRANSACTION REASON	DESCRIPTION
H1	Head Start 15% National Direct
H2	Head Start 15% Perkins
L1	Full Time Law Enforcement Officer 15% (1 st and 2 nd Year)
L2	Full Time Law Enforcement Officer 20% (3 rd and 4 th Year)
L3	Full Time Law Enforcement Officer 30% (5 th Year)
M1	Military 12.5% National Defense
M2	Military 12.5% National Direct or Perkins
N1	Nurse/Medical Technician 15% (1 st and 2 nd Year)
N2	Nurse/Medical Technician 20% (3 rd and 4 th Year)
N3	Nurse/Medical Technician 30% (5 th Year)
T1	Teaching 10% National Defense
T2	Teaching 15% Low Income National Defense
T3	Teaching 15% Handicapped National Defense
T4	Teaching 15/20/30% Low Income National Direct or Perkins
T5	Teaching 15/20/30% Handicapped National Direct or Perkins
T6	Teaching 20% Low Income Direct or Perkins
T7	Teaching 30% Low Income Direct or Perkins
T8	Teaching 20% Handicapped Direct or Perkins
T9	Teaching 30% Handicapped Direct or Perkins
UF	Uncollected Funds
UL	Unable to Locate
UN	Unenforceable
V1	Volunteer 15%/20% Peace Corps Perkins
V2	Volunteer Domestic National Direct
V3	Volunteer Peace Corps Perkins

TRANSACTION TYPE: CF — Collection Agency Fee

DOCUMENT TYPE: ACCADJ and POSADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: CO — Compromise

DOCUMENT TYPE: ACCADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: CR — Collection Agency Fee Reversal

DOCUMENT TYPE: POSADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: CX — Check Cancellation

DOCUMENT TYPE: SF1081 and SF1098

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
DP	Duplicate Debt
OT	Other
RP	Repurchase
ST	Student Refund
WA	Wrong Amount
WL	Wrong Lender
WS	Wrong School

TRANSACTION TYPE: DP — Directed Payment

DOCUMENT TYPE: SF215, SF1081, and ACCADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
DI	Directed Payment Debtor Instructions
LR	Directed Payment Lender Refund
SR	Directed Payment School Refund
WG	Wage Garnishment

COLLECTIONS

TRANSACTION TYPE: ER — Establish Receivable

DOCUMENT TYPE: NEWDEBT

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: FF/IR — Federal Offset Fee

DOCUMENT TYPE: POSADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: FR/IJ — Federal Injured Spouse Claim

DOCUMENT TYPE: SF1081, ACCADJ, and POSADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: IA — Interest Accrual

DOCUMENT TYPES: ACCADJ and POSADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
BA	Bankruptcy
CA	Collection Agency Fees
CB	Chargeback
CN	Loan Consolidation
CS	Closed School
DE	Death
DI	Debtor Instructions
DJ	Department of Justice
DP	Duplicate Debt
DR	Debt Returned
DS	Disability
FA	FRB Error

APPENDIX B: DOCUMENT/TRANSACTION TYPES AND REASONS

TRANSACTION REASON	DESCRIPTION
FC	Foreign Check
FD	Federal Defaulter
FS	FRB Error
H1	Head Start 15% National Defense
H2	Head Start 15% Perkins
IC	Inability to Collect
IF	Insufficient Funds
IS	TOP Offset
LE	Manual Check to Lender
LR	Lender Refund
L1	Full Time Law Enforcement Officer 15%
L2	Full Time Law Enforcement Officer 20%
L3	Full Time Law Enforcement Officer 30%
M1	Military 12.5% National Defense
M2	Military 13.5% Perkins
N1	Nurse/Medical Technician 15%
N2	Nurse/Medical Technician 20%
N3	Nurse/Medical Technician 30%
OT	Other
PF	Paid in Full
PO	FRB Error
PS	Problem School
RH	Loan Rehabilitation
RM	Refer to Maker
RP	Repurchase
SD	Stale Date
SF	FMS Fee Error
SR	School Refund
ST	Student Refund
TC	Too Costly
TG	Transitional Guaranty Agency
TP	Treasury Offset
T1	Teaching 10% National Defense
T2	Teaching 15% Low Income National Defense
T3	Teaching 15% Handicapped National Defense
T4	Teaching 15/20/30% Low Income National Direct or Perkins
T5	Teaching 15/20/30% Handicapped National Direct or Perkins
T6	Teaching 20% Low Income Direct or Perkins
T7	Teaching 30% Low Income Direct or Perkins
T8	Teaching 20% Handicapped Direct or Perkins

COLLECTIONS

TRANSACTION	
REASON	DESCRIPTION
T9	Teaching 30% Handicapped Direct or Perkins
UF	Uncollected Funds
UL	Unable to Locate
UN	Unenforceable
VI	Variable Interest Rate
VO	Volunteer Payment
V1	Volunteer 15%/20% Peace Corps Perkins
V2	Volunteer Domestic National Direct
V3	Volunteer Peace Corps Perkins
WG	Wage Garnishment

TRANSACTION TYPE: LS — Lender Supplement Transaction

DOCUMENT TYPE: ACCADJ

TRANSACTION	
REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: PE — Penalty Fee/Bounced Check

DOCUMENT TYPE: POSADJ

TRANSACTION	
REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: RI — Reversal of Federal Offset Fee

DOCUMENT TYPE: POSADJ

TRANSACTION	
REASON	DESCRIPTION
Blank	No Reason

APPENDIX B: DOCUMENT/TRANSACTION TYPES AND REASONS

TRANSACTION TYPE: RP — Repurchase

DOCUMENT TYPE: SF215, SF1081, and ACCADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason

TRANSACTION TYPE: RG — Regular Payment

DOCUMENT TYPE: SF215, SF1081, SF1098, ACCADJ, and POSADJ

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
CN	Loan Consolidation
DD	Direct Debit
DJ	Department of Justice
FD	Federal Defaulter
FO/IS	Federal Offset
RH	Loan Rehabilitation
TP	Treasury Offset
VO	Volunteer Payment
WG	Wage Garnishment

TRANSACTION TYPE: RS — Refund from Suspense

DOCUMENT TYPE: SF1081, SF0197 and SF1166

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
IS	TOP Offset

COLLECTIONS

TRANSACTION TYPE: SB — Bounced Check/Stop Second Bounce

DOCUMENT TYPE: SF5515

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
CB	Chargeback
DD	Direct Debit (No Charge)
PF	Paid in Full
WG	Wage Garnishment

TRANSACTION TYPE: ST — Student Refund

DOCUMENT TYPE: SF1166

TRANSACTION REASON	DESCRIPTION
Blank	No Reason
CS	Closed School
IR	TOP Offset
PF	Student Refund

APPENDIX B: DOCUMENT/TRANSACTION TYPES AND REASONS

TRANSACTION TYPE: WO — Write Off

DOCUMENT TYPE: ACCADJ, POSADJ

TRANSACTION REASON	DESCRIPTION
BA	Bankruptcy
CN	Loan Consolidation
CS	Closed School
DE	Death
DP	Duplicate Debt
DR	Debt Returned
DS	Disability
GA	GA Payments
IC	Inability to Collect
OP	Overpayment
OT	Other
PF	Paid in Full
PS	Problem School
RH	Loan Rehabilitation
RP	Repurchase
SL	Statute of Limitations
TC	Too Costly
TG	Transitional Guaranty Agency (TGA)
UL	Unable to Locate
UN	Unenforceable

APPENDIX C: LOCATION CODES

COLLECTIONS

U.S. DEPARTMENT OF EDUCATION
DEBT COLLECTION SERVICE
DEBT MANAGEMENT AND COLLECTIONS SYSTEM
LOCATION CODE SUMMARY
FEBRUARY 11, 1998

Following are descriptions of each location code in the Debt Management and Collections System and their intended use. Those codes marked as available are not to be utilized by anyone for any purpose without prior approval from the Location Code Team: John Jordan - Region IV, John Hilton - Region V, Michael Bible - Region IX, or Karen Buckler - Headquarters.

- 000 Split accounts within region (i.e., accounts with multiple debts in various location codes).
- 001 This code indicates that a problem prohibits the account from being assigned to a location code through the automatic assignment process. The problem usually consists of the last name field containing errors, or errors in the balance fields. The account must be researched, corrected, and then manually transferred via file maintenance to the appropriate location code.
- 002 Federal Defaulters Mismatch Names.
- 003 Mississippi Guaranty Agency problem accounts.
- 004 Mississippi accounts assigned in error to be returned to USAF.
- 005 Mississippi accounts with Tommy Furby.
- 006 Mississippi accounts with Abraham & Associates.
- 007 Acme/Interstate Refunds.
- 008 Holding code for accounts assigned from VA SEAA with erroneous balances, HQ.
- 009 Rodriguez vs. McKinney - Region IX.
- 010 Accounts which were previously closed and have been reopened through file maintenance. When these accounts involve bankruptcy, they must be researched to determine if the bankruptcy cases are dischargeable or non-dischargeable. If non-dischargeable, file maintenance must be performed to change the claim reason to "default". Accounts must be moved manually to 600-999 for collection activity.

APPENDIX C: LOCATION CODES

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| 011 | Romar Institute Accounts, Region IV. |
| 012 | Accounts loaded via a special agreement between Miles College and ED, Region V. |
| 013 | Draughton College, Oklahoma City, Region IX. |
| 014 | Andover Tractor Trailer Mass Mailing Project, Region IX. |
| 015 | Direct Consolidation Problem Accounts, (Michael Bryant). |
| 016 | High Balance Accounts which were assigned by Guaranty Agencies with incorrect dollar fields. No accounts are to be placed in or removed from this location without prior approval from Headquarters/Adele Gabrielli. |
| 017-020 | Available codes to be used with approval. |
| 021 | Interest Accrual Team Special Pilot Project. |
| 022 | Accounts or claims which were paid as Chapter 7 or 11 bankruptcies. These accounts or claims must be researched to determine if the bankruptcy cases are dischargeable or non-dischargeable. If non-dischargeable, file maintenance must be performed to change the claim reason to "default," and the account must be moved manually to 600-999 for collection activity. If dischargeable, the close process must be initiated through file maintenance. Bankruptcy accounts are excluded from collection agency sweeps by claim reason. |
| 023 | Williams vs. Riley - PTC and USA Training Schools, Region IX. |
| 024-034 | Available codes to be used with approval. |
| 035 | Closed School Accounts. This is a temporary holding area for NDSL accounts turned over by schools which have closed. As the regional offices complete the appropriate research on the account and/or determine that the account is in default, the account is to be moved to 600-999. NO ACCOUNT SHOULD RESIDE IN 035 for more than two years without payment activity or other resolution measures. Grace period accounts are to be held in 035 until the grace period expires. Accounts from closed schools on which the borrower is currently making payments are to be placed in location codes 600-999 as normal paying accounts. |
| 036 | Ability to benefit loan discharge holding code. |
| 037 | Unauthorized signature loan discharge holding code. |
| 038 | Closed School loan discharge holding code. |
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COLLECTIONS

- 039 Temporary holding code for ability to benefit accounts received.
- 040 OSAC Special Load, Tape NL0218. These are accounts on which OSAC secured a judgment against these debts and payments continue to be received. However, if the debt has a co-maker(s) the judgment might only be against the co-maker(s), due to the primary borrower being discharged in bankruptcy. Before collection activity commences on these accounts, thorough review of the loan portfolio is necessary to ascertain the liability of the primary debtor and the liability of the co-maker(s).
- 041 OSAC Special Load, Tape NL0256. These are accounts on which the liability of the primary borrower was discharged due to bankruptcy; however, the co-maker(s) remain liable. Accordingly, no collection activity should be initiated against the primary borrower.
- 042-048 Available codes to be used with approval.
- 049-060 These codes are assigned systematically through the Collection Agency Returned Account Tape Exchange Program and must not be assigned manually via file maintenance. Accounts are to remain in these codes temporarily while regional staff verify the agency determination that initiated the return. Once research is completed, the non-paid-in-full accounts must be manually transferred to the appropriate code for further processing. The individual codes are listed below.
- Bankruptcy, death and disability accounts are returned directly to location 088, and the close requests for such accounts are set automatically. See location 067 for accounts returned for litigation.
- 049 Accounts returned as paid-in-full.
- 050 Accounts returned as unlocatable.
- 051 Accounts returned as unenforceable.
- 052 Accounts returned as being without merit or suspended collections.
- 053 Accounts returned involving a complaint.
- 054 Accounts returned as compromised.
- 055 Accounts returned for inability to collect.
- 056 Accounts returned due to a request from ED.
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APPENDIX C: LOCATION CODES

057	Accounts returned due to costs exceeding recovery.
058	Accounts returned because the claim cannot be substantiated.
059	NDSL accounts returned as canceled.
060	Accounts returned via automatic process. Accounts selected for this process are "never paid", delinquent, and low balance accounts.
061	Accounts for which congressional inquiries have been received.
062	Holding code for Closed School accounts recalled from Collection Agencies by headquarters.
063	Accounts recalled from the collection agencies by ED for GSL Closed School Discharge processing.
064-065	Available codes to be used with approval.
066	Accounts returned for reasons of Death, Disability, or Bankruptcy.
067	Accounts returned as litigation candidates approved by collection agency monitor. These accounts must be manually transferred via file maintenance to the appropriate U.S. Attorney's location code.
068-076	Available codes to be used with approval.
077	Chapter 7, 11, or 12 Bankruptcy received from Higher Education Assistance Foundation (HEAF) for which an adversary proceeding has been concluded and a stipulated judgment has been received.
078	Chapter 13 Bankruptcy received from HEAF for which an adversary proceeding has been concluded and a stipulated judgment has been received.
079	Defaults which become Chapter 13 Bankruptcies for which payments are being received. These are accounts which are paid as defaults and later become Chapter 7 bankruptcies. Accounts paid as Chapter 13 bankruptcies can also be moved to this location via file maintenance to facilitate tracking.
080	Holding code for referred accounts being returned to the institutions.
081	Accounts Involved in Investigative Actions. These are accounts in which the schools or lenders involved are presently under investigation by the U.S. Government for possible litigation.

COLLECTIONS

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| 082 | Temporary holding code for accounts which have been reopened in order to post injured spouse claims from suspense. |
| 083-089 | Available codes to be used with approval. |
| 090 | All closed accounts still maintained on the data base. Accounts are removed from the active data base through the archive process after they have been closed for at least two years. |
| 091-099 | Available codes to be used with approval. |
| 100-199 | Research Codes. Accounts must be manually transferred to these codes via file maintenance. Researchers, support staff, and paralegals will perform the required actions and either return the account to a collector location or transfer the account to some resolution code. The individual codes are listed below. |
| 100 | Accounts to be researched and documented to validate that the account should be closed as a disability. |
| 101 | Accounts to be researched and documented to validate that the account should be closed as a death. |
| 102 | Accounts referred by regional collectors for pre-litigation processing. |
| 103 | Accounts for which some document must be pulled from the file before repayment negotiations can continue. |
| 104 | Accounts for which the borrower has offered previous payment-in-full as a defense against repayment. |
| 105 | Accounts where debtor disputes balance owed. |
| 106 | Accounts from Com-Tech and Detroit Engineering Institute which are involved in fraud. |
| 107 | Accounts for which the borrower has offered Chapter 7 or 11 Bankruptcy as a defense against repayment. |
| 108 | Hausman Computer School/Refund due. |
| 109 | NDSL and GSL recalls. |
| 110 | Accounts recommended for supervisory approval of transfer to a collection agency. |
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APPENDIX C: LOCATION CODES

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| 111 | Accounts requiring regional skip-trace activity beyond the systematic match automatically performed with IRS. |
| 112 | NDSL accounts for which the borrower has requested a deferment or cancellation be processed. |
| 113 | Accounts for which the borrower has offered Chapter 13 Bankruptcy as a defense against repayment. |
| 114 | Accounts involved in the Federal Defaulters Match which need to be isolated as a hearing request is now pending. |
| 115 | Federal Offset Review. Accounts are placed in this location code when a proper and timely request for a review or an oral hearing, as provided under the Department's Federal Offset regulations, has been received. Accounts should be moved from this code to the appropriate code once a determination has been made. |
| 116 | Accounts awaiting refunds prior to closure. Accounts should be moved to the appropriate code once refund has been issued. |
| 117 | Federal Offset Review - accounts with status of 5 or 6. |
| 118 | Pending file maintenance actions. |
| 119 | Accounts where a hearing has been requested or a hardship plea has been made. |
| 120-123 | Contract Services Branch research codes. |
| 124 | Connecticut Academy. |
| 125 | Holding code for accounts where debtor is expected to be incarcerated for less than twenty years. |
| 126 | USA Training accounts where refunds are due to borrowers. |
| 127 | Bank of America Repurchase Project. |
| 128 | Philadelphia PTC Career Institute accounts from 7/1/87 to present where false certification has occurred. |
| 129 | Income Contingent Repayment Plan (ICRP) where the calculated monthly payment is \$0. |
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COLLECTIONS

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| 130 | USA Training accounts where refunds are due to borrowers but have not been credited yet. |
| 131-135 | Accounts assigned to individual collectors for special projects. Some of these accounts are awaiting payment and are held here to be protected from Collection Agency sweeps. |
| 136 | DOD Mismatch Names. |
| 137-143 | Accounts assigned to individual ED collectors for special projects. Some of these accounts are awaiting payment and are held here to be protected from Collection Agency sweeps. |
| 144 | Federal Defaulter accounts where a dispute exists but no hearing request has been filed. |
| 145-148 | Accounts assigned to individual ED collectors for special projects. Some of these accounts are awaiting payment and are held here to be protected from Collection Agency sweeps. |
| 149 | Region 9 accounts involved in a lawsuit with the Department. |
| 150 | Chapter 13 Bankruptcies for Educational Credit Management Corporation (ECMC). |
| 151 | Chapter 13 Bankruptcies rejected/returned from ECMC. |
| 152 | Available code to be used with approval. |
| 153 | Non-dischargeable Bankruptcies awaiting documentation. |
| 155 | Available code to be used with approval. |
| 156 | Chapter 11 Bankruptcies, non-dischargeable or awaiting court documents for discharge. These accounts will be moved back into active collections. |
| 157 | Chapter 7 Bankruptcies, non-dischargeable or awaiting court documents for discharge. The accounts will be moved back into active collections. |
| 158-159 | Available codes to be used with approval. |
| 160 | Bankruptcy (all chapters), eligible for repurchase. |
| 161 | HEAF bankruptcy accounts for which the claim was paid to the lender as a bankruptcy claim (not a default claim). |
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APPENDIX C: LOCATION CODES

162	Bankruptcies (all chapters), no proof of claim filed.
163	HEAF Accounts - potential fraud.
164	HEAF Accounts - wrong Social Security Number (SSN)/pseudo number has been issued.
165	Loan Rehabilitation pending.
166	Available code to be used with approval.
167	Accounts involved in Akers vs. Secretary of Education (Century College).
168	Alberto V. School of Business Machines accounts.
169	Waterson College Accounts.
170-180	Problem accounts and special project holding codes assigned to SFA Examiners until problem can be resolved/project completed.
181	Accounts involved in lawsuit regarding Northeastern Business College.
182-197	Problem accounts and special project holding codes assigned to SFA Examiners until problem can be resolved/project completed.
198	Chapter 7, 11, and 12 Bankruptcy accounts received from HEAF for which HEAF initiated repurchase, but did not receive the check from the lender prior to the time the account was assigned to ED.
199	Chapter 13 Bankruptcy accounts received from HEAF for which HEAF initiated repurchase, but did not receive the check prior to the time the account was assigned to ED.
200	Accounts are placed in this location code when they are returned from U.S. Attorneys with judgements which are not presently enforceable. These accounts must be checked periodically to see if the judgement can be enforced. This code is protected from collection agency sweeps.
201-299	Accounts currently assigned to U.S. Attorneys. These locations are used for accounts that are selected to be sent to U.S. Attorneys for litigation. These accounts must be manually transferred to the appropriate codes via file maintenance from location 067 or 102 where they are held pending preparation of documentation for litigation. The city and state for each attorney is as follows.

COLLECTIONS

201	Birmingham, AL
202	Montgomery, AL
203	Mobile, AL
204	Miami, FL
205	Unassigned DOJ code used to hold accounts for which the FBI has determined fraud on the part of the debtor in obtaining the student loan, and the FBI is attempting to collect money and forward it to ED.
206	Anchorage, AK
207	New York Guaranty Agency judgement accounts assigned to Brooklyn, New York.
208	Phoenix, AZ
209	Little Rock, AR
210	Fort Smith, AR
211	San Francisco, CA
212	Los Angeles, CA
213	Denver, CO
214	New Haven, CT
215	Wilmington, DE
216	Washington, DC
217	Pensacola, FL
218	Jacksonville, FL
219	Atlanta, GA
220	Macon, GA
221	Savannah, GA
222	Honolulu, HI
223	Boise, ID
224	Chicago, IL
225	East St. Louis, IL
226	Springfield, IL
227	South Bend, IN
228	Indianapolis, IN
229	Cedar Rapids, IA
230	Des Moines, IA
231	Topeka, KS
232	Lexington, KY
233	Louisville, KY
234	New Orleans, LA
235	Shreveport, LA
236	Portland, ME
237	Baltimore, MD
238	Boston, MA
239	Detroit, MI
240	Grand Rapids, MI
241	Minneapolis, MN

APPENDIX C: LOCATION CODES

242	Oxford, MS
243	Jackson, MS
244	St. Louis, MO
245	Kansas City, MO
246	Butte, MT
247	Omaha, NE
248	Las Vegas, NV
249	Concord, NH
250	Newark, NJ
251	Albuquerque, NM
252	Syracuse, NY
253	Brooklyn, NY
254	New York, NY
255	Buffalo, NY
256	Raleigh, NC
257	Greensboro, NC
258	Asheville, NC
259	Fargo, ND
260	Cleveland, OH
261	Columbus, OH
262	Tulsa, OK
263	Muskogee, OK
264	Oklahoma, OK
265	Portland, OR
266	Philadelphia, PA
267	Scranton, PA
268	Pittsburgh, PA
269	San Juan, PR
270	Providence, RI
271	Columbia, SC
272	Unassigned DOJ code
273	Sioux Falls, SD
274	Knoxville, TN
275	Nashville, TN
276	Memphis, TN
277	Fort Worth, TX
278	Tyler, TX
279	Houston, TX
280	San Antonio, TX
281	Salt Lake City, UT
282	Burlington, VT
283	Alexandria, VA
284	Roanoke, VA
285	Spokane, WA

COLLECTIONS

286	Seattle, WA
287	Wheeling, WV
288	Charleston, WV
289	Milwaukee, WI
290	Madison, WI
291	Cheyenne, WY
292	Balboa, CZ
293	Agana, GU
294	St. Thomas, VI
295	Baton Rouge, LA
296	Unassigned DOJ code
297	Sacramento, CA
298	San Diego, CA
299	Accounts awaiting payment from DOJ for closure
300-349	Federal Defaulters Program; hearing offset underway.
350-359	Available codes to be used with approval; for collection agencies only.
360-364	PAYCO Collection Agency Accounts, Region IX. Not to be used. Retained for historical purposes.
365-369	GC Services Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.
370-374	GC Services Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
375-379	Available codes to be used with approval. Reserved for collection agency use only.
380-384	Nationwide Credit, Inc. Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
385-389	Ingram and Associates, Inc. Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
390-394	Corliss Credit Services Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
395-399	American Credit and Collections, Inc. Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.

APPENDIX C: LOCATION CODES

400-403	GC Services Collection Agency Accounts, Region IX. Not to be used. Retained for historical purposes.
404	AMAN Collection Svcs, Collection Agency Accounts.
405	Capital Credit Corporation Collection Agency Accounts, Region IX. Not to be used. Retained for historical purposes.
406	Diversified Collection Service, Collection Agency Accounts.
407-409	Capital Credit Corporation Collection Agency Accounts, Region IX. Not to be used. Retained for historical purposes.
410-411	Credit Claims and Collections. Collection Agency Accounts, Region IX. Not to be used. Retained for historical purposes.
412	Financial Asset Management, Inc., Collection Agency Accounts.
413-414	Credit Claims and Collections. Collection Agency Accounts, Region IX. Not to be used. Retained for historical purposes.
415-417	Credit Claims and Collections. Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.
418	NCO Financial Systems, Inc., Collection Agency Accounts.
419	Credit Claims and Collections. Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.
420	Nationwide Credit, Collection Agency Accounts.
421	Maximus, Collection Agency Accounts.
422	Available Code to be used with approval. Reserved for Collection Agency use only.
423	RBA, Collection Agency Accounts.
424	Pioneer Credit Recovery, Inc., Collection Agency Accounts.
425	USA Group, Collection Agency Accounts.
426	Available Code to be used with approval. Reserved for Collection Agency use only.

COLLECTIONS

427	ACT, Collection Agency Accounts.
428	Van Ru Credit Corporation, Collection Agency Accounts.
429	Progressive, Collection Agency Accounts.
430-435	Available Code to be used with approval. Reserved for Collection Agency use only.
436	National Asset Management, Collection Agency Accounts.
437-439	Available Code to be used with approval. Reserved for Collection Agency use only.
440-441	Capital Credit Corporation Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
442-443	The Master Collectors, Inc., Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
444-445	Credit Claims and Collections, Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
446-447	Unger & Associates, Inc., Collection Agency Accounts, Region IV. Not to be used. Retained for historical purposes.
448-449	Available codes to be used with approval. Reserved for collection agency use only.
450-451	CSC Credit Services Inc., Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.
452-453	ACB Business Service, Inc., Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.
454-455	G.C. Services Limited Partnership, Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.
456-457	Unger & Associates, Inc., Collection Agency Accounts, Region V. Not to be used. Retained for historical purposes.
458-459	Reserved for Collection Agency use only.
460	Diversified Collection Services, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.

APPENDIX C: LOCATION CODES

- 461 Reserved for Collection Agency use only.
 - 462 Equifax Accounts Receivable Services, Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 463 Reserved for Collection Agency use only.
 - 464 ACB Business Service, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 465 Reserved for Collection Agency use only.
 - 466 Master Collectors, Inc. Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 467 Reserved for Collection Agency use only.
 - 468 Aman Collection Services, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 469 Reserved for Collection Agency use only.
 - 470 CSC Credit Services, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 471 Reserved for Collection Agency use only.
 - 472 G.C. Services Limited Partnership, Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 473 Reserved for Collection Agency use only.
 - 474 Unger & Associates, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 475 Reserved for Collection Agency use only.
 - 476 Credit Claims & Collections, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
 - 477 Reserved for Collection Agency use only.
 - 478 CSC Credit Services, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
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COLLECTIONS

- 479 Reserved for Collection Agency use only.
- 480 Diversified Collection Services, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
- 481 Reserved for Collection Agency use only.
- 482 Unger & Associates, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
- 483-489 Reserved for Collection Agency use only.
- 490-491 Credit Claims & Collections, Collection Agency accounts, Region IX. Not to be used. Retained for historical purposes.
- 492-493 Diversified Collection Services, Inc., Collection Agency accounts, Region IX. Not to be used. Retained for historical purposes.
- 494-495 G.C. Services Limited Partnership, Collection Agency accounts, Region IX. Not to be used. Retained for historical purposes.
- 496-497 Unger & Associates, Inc., Collection Agency accounts, Region IX. Not to be used. Retained for historical purposes.
- 498-501 Reserved for future collection agency assignment.
- 502 Allied Interstate, Inc., Collection Agency accounts.
- 503 Reserved for future collection agency assignment.
- 504 Aman Collection Service, Inc., Collection Agency accounts.
- 505 Reserved for future collection agency assignment.
- 506 Diversified Collection Service, Collection Agency accounts.
- 507 Reserved for future collection agency assignment.
- 508 Education Credit Services, Collection Agency accounts.
- 509 Reserved for future collection agency assignment.
- 510 Equifax Risk Management Services, Collection Agency accounts.
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APPENDIX C: LOCATION CODES

- 511 Reserved for future collection agency assignment.
 - 512 Financial Asset Management, Inc., Collection Agency accounts.
 - 513 Reserved for future collection agency assignment.
 - 514 GC Services, Inc., Collection Agency accounts.
 - 515 Reserved for future collection agency assignment.
 - 516 General Revenue Corporation, Collection Agency accounts.
 - 517 Reserved for future collection agency assignment.
 - 518 NCO Financial Systems, Inc., Collection Agency accounts.
 - 519 Reserved for future collection agency assignment.
 - 520 Nationwide Credit, Collection Agency Accounts.
 - 521 Reserved for future collection agency assignment.
 - 522 OSI/A.M. Miller & Associates, Inc., Collection Agency accounts.
 - 523 Reserved for future collection agency assignment.
 - 524 Pioneer Credit Recovery, Inc., Collection Agency accounts.
 - 525 Reserved for future collection agency assignment.
 - 526 Unger & Associates, Inc., Collection Agency accounts.
 - 527 Reserved for future collection agency assignment.
 - 528 Van Ru Credit Corporation, Collection Agency accounts.
 - 529 Reserved for future collection agency assignment.
 - 530 St. Hill & Associates, Collection Agency accounts.
 - 531 Reserved for future collection agency assignment.
 - 532 Credit Bureau Accounts, Inc., Collection Agency accounts.
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COLLECTIONS

- 533 Reserved for future collection agency assignment.
- 534 FCA Holdings, Inc., Collection Agency accounts. Not to be used. Retained for historical purposes.
- 535 Reserved for future collection agency assignment.
- 536 NAM, Inc., Collection Agency accounts.
- 537-599 Reserved for future Collection Agency assignment.
- 600-689 Accounts which are assigned to individual regional collectors. Accounts are automatically assigned to these locations for collection when claims are paid or assignments are processed. This assignment is based on the DCS regional office and the last name of the borrower. Accounts are also manually and automatically transferred from other locations to locations 600-689 when the account requires collection action.
- 690 Region IV, ICRP accounts awaiting authorization form.
- 691-695 Available codes to be used with approval.
- 696-697 New York Guaranty Agencies judgement accounts for transfer to DOJ.
- 698 Accounts eligible for Automatic Wage Garnishment (AWG).
- 699 Location code for accounts selected for wage garnishment and later certified for garnishment due to non-response (hardship or hearing).
- 700 Location Code for Accounts Offered Compromises.
- 701 Uncollectible account (NCUT) - not collectible.
- 702 Collectible account (NCUT) - accounts in repayment
- 703 Reserved for NCUT.
- 704-713 Available codes to be used with approval.
- 714 AWG Referrals - awaiting hearing request.
- 715 AWG Completed - sent to employer, no response.
- 716 ICRP accounts.
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APPENDIX C: LOCATION CODES

717	HEAF accounts moved from location code 193 for the regional collection campaign.
718	ICRP accounts.
719	Available code to be used with approval.
720	Defaulted FDSL accounts.
721	HEAF accounts moved from location code 193 for the regional collection campaign.
722	ICRP accounts.
723-729	Available codes to be used with approval.
730	Ohio AWG accounts.
731	Ohio rehabilitation accounts, Region V (Jack Reynolds).
732	Ohio special counsel accounts, Region V (Jack Reynolds).
733-749	Available codes to be used with approval.
750-762	Location code 760 contains accounts for which a Class Action suit was filed against HEAF and has not yet been resolved. All other accounts in this range of location codes are accounts with attorney firms contracted by HEAF. These accounts will remain in these location codes until the contracts with the attorney firms expire. NO ACTION should be taken on these accounts while in these location codes. Listed below is the name of the individual attorney firm for each location code.
750	Duncan & Associates
751	Mapother & Mapother
752	Thiebolt, Ryan & Ferguson
753	Farr, Lyons, Burke, Gambacorta & Wright
754	McNamee, Lochner, Titus & Williams
755	Payco-General American Credits
756	Van Ru Credit Corporation
757	Educational Recovery Services
758	CRW Financial, Inc.
759	Control Technology, Inc.
760	Accounts involved in Class Action suit
761	Hayt, Hayt & Landau

COLLECTIONS

762	Messerli & Kramer
763-768	The accounts in this range of location codes are accounts with attorney firms contracted by HEAF which also have a bankruptcy case pending. These accounts will remain in these location codes until the contracts with the attorney firms expire. NO ACTION should be taken on these accounts while in these location codes. Listed below is the name of the individual attorney firm and the type of Bankruptcy which is pending for each location code.
763	Chapter 13 Bankruptcy with Thiebolt, Ryan & Ferguson.
764	Chapter 13 Bankruptcy with Duncan & Associates.
765	Chapter 13 Bankruptcy with Mapother & Mapother.
766	Chapter 7 Bankruptcy with Mapother & Mapother.
767	Chapter 13 Bankruptcy with Van Ru Credit Corporation.
768	Chapter 7 Bankruptcy with Farr, Lyons, Burke, Gambacorta & Wright.
769	Temporary holding code for HEAF hold-out attorneys.
770-799	Available codes to be used with approval.
800	Accounts with balances \$100-\$600. Letters are periodically sent and borrowers are billed for \$100 per month.
801-899	Available codes to be used with approval.
900	Small balance accounts up to \$25.00.
901-949	Available codes to be used with approval.
950	All pseudo SSN accounts.
951-997	Available codes to be used with approval.
998-999	Accounts transferred to Department of Treasury/FMS for Collection. FMS Pilot Project (Tom Pestka).

APPENDIX C: LOCATION CODES

APPENDIX D: LETTER CODES

COLLECTIONS

LETTER CODES & DESCRIPTIONS

(With Coupons)

Letter types A through R are two-page coupon letters. Letter type S is a three-page coupon letter.

LETTER CODE	LETTER DESCRIPTION
A00	60 Day Delinquency Notice
A01	Request for Oral Hearing
A02	TOP Received Request for Documents
A03	Denial of Request for Debt Review
A04	48 Hours Notice
A05	Warning Notice – Extreme Delinquency
A06	IRS/Final Demand
A07	RFR – Not Timely Received
A08	Processing of Request
A09	Insufficient Monthly Payment
A10	Confirm Compromise
A12	Overdue Notice
A13	Resume Collection Efforts After 911
A15	New Loan Added to Current Loan Debt
A16	Closed School Notice to Pay 30-Days
A17	May Be Eligible for Rehabilitation Program Notice
A18	Dummy Letter for IRS Offset Processing
A19	Dummy Template for IRS Offset
A21	Oral Hearing Request Filed
A22	Request for Review Filed Late
A23	10-Day Notice of Intent to Report to CB
A24	5-Day Notice – Failure to Respond
A25	Compromise Offer to Settle via CC Payments
A27	Notice of Assignment of Loan to ED
A28	Elimination of Statute of Limitation – Student Loan
A29	Confirmation of Payment Arrangement
A31	Oral Hearing – Received After Deadline
A32	Past Deadline Request for Copies/Review
A33	Received After Deadline – TOP Will Not Stop
A34	TOP No Bankruptcy Documents – Offset Will Occur
A35	Account Recalled from CA – Seriously Delinquent
A36	Account Recalled from CA – Urge to Continue Payment
A37	Notice of Loan at ED with Details
A38	ED Notified of Bank with Dismissal Date
A39	Rehabilitation Repayment Agreement
A40	Eligible for TPD – Contacted by Phone
A41	Eligible for TPD – Unable to Reach by Phone
A42	Assignment to ED from OSAC – Special Counsel
A43	Assignment to ED from OSAC – In Repayment Status
A44	Assignment to ED from OSAC – Payments Made to OSAC
A45	DOJ Account Returned to ED for Collection on Judgment
A46	OSAC – Eligible for Rehabilitation Program
A47	VA SEAA to ED – In Repayment Status
A48	Special Offer to Settle at Reduced Amount
A50	Placement Letter
A51	Notice Account to CA – Please Contact
A52	Notice Account w/CA – Contact for Payments

APPENDIX D: LETTER CODES

LETTER CODE	LETTER DESCRIPTION
A53	William D. Ford Balance Adjustments
A54	Notice of AWG Rules and Regulations
A55	Notification of Federal Reversal
A56	Recall Account from CA and Referred to Another
A57	Notice Bankruptcy Non-Dischargeable Student Loan
A58	Balance Still Owed after TOP Offset
A59	Statement of Amount Owed
A60	Confirmation of Monthly Payments Received
A61	Rules for Reinstatement
A62	Spanish Version of A59
A63	Spanish Version of A60
A75	Contact Notice
A76	Notice of Account Number Change
A90	Amnesty Letter
A91	Final AWG Notice
B02	Ineligible for TPD – Contacted by Phone
B03	Ineligible for TPD – Unable to Reach by Phone
C00	ICRP Letter for Transferred Accounts
F01	Request to Voluntarily Pay Granted to Avoid 15% Offsets
G01	Perkins/Closed School Past Due Notice
G02	Closed School Delinquency
G03	Perkins Loan Serious Delinquency
G04	Notice of Acceleration
G05	Perkins Loan Adjustment
M01	Disability Denial
M02	Disability – Receipt/Evaluation of Medical Diagnosis – Not Qualified
M03	Gramm-Leach-Bliley Privacy Act Notice
M11	Possible Eligibility for False Certification Discharge – Andover Tra.
M15	M15
M95	States Compromise Agreement Terms
N02	Repayment Agreement
N03	Initial Contact Notice to Pay Debt
N04	Warning Notice Account Level
N05	Federal Salary Offset 65-Day Notice
N06	Spanish Version of N02 Letter
N07	2nd Notice to Secure Cooperation for Repayment
N10	Final Notice to Pay
N18	TOP 65-Day Notice
N19	TOP 65-Day Notice
N20	ICRP 60-Day Notice
N21	AWG Notice or Pay Debt in Full to Avoid
N22	Program Overpayment Letter
N23	Revocation Acknowledgment Letter ICRP
N24	AGI Unavailable from IRS
N33	Request for Completion of Financial Statement
N47	OSAC – Previously Paid via AWG
O54	Loan Rehabilitation Information
R05	Confirmation of Transfer of Perkins/NDSL to ED
R06	Initial Contact Notice to Pay Debt
R10	Confirm Compromise
R24	Non-Timely Response to ICRP
S02	AWG First Letter to Borrower

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LETTER CODE	LETTER DESCRIPTION
S03	FMS – ED Transfer Letter
S04	FDP Letter – Region 04
S05	FDP Letter – Region 05
S09	Wage Garnishment Letter
S10	Alternatives to ICRP
S18	TOP 65-Day Notice
S19	TOP 65-Day Notice

LETTER CODES & DESCRIPTIONS
(Without Coupons)

Letter type T is a three-page non-coupon letter. Letter types U through Z are two-page non-coupon letters.

LETTER CODE	LETTER DESCRIPTION
T01	3-Page Denial Letter
T03	AWG Financial Statement Form and Cover
T33	Statement of Financial Status
T99	Collection Costs Lawsuit – Insert
U00	Letter for Schools about NSLDS Problems
U01	TOP – Not to Be Certified at This Time
U02	TOP Info Reviewed and Advised of Changes
U03	Validity of Claim
U04	TOP Acknowledgment of RFR
U05	Employment Verification Letter
U06	New Address from Postmaster
U07	Relative/Friend at Alternate Address
U08	Request to Call – Unable to Reach by Phone
U09	Request for Bankruptcy Documentation
U10	Request for Verification of Death
U11	Financial Statement
U12	Request for Oral DCS Hearing
U13	Request for Validation of Debt
U14	Claim for Possible Cancellation of Forms
U15	Request to Stop Federal Salary Offset
U16	Request to Delete Credit Bureau Report
U17	Notice to Object to Enforcement of Loan
U18	1099C Reporting IRS
U19	Notice to Remove from TOP Offset Process
U20	Request for Telephone Hearing
U21	Phone Hearing Scheduled, San Francisco
U22	Pending Review/Hearing – Don't Refer Debt to IRS
U23	Title IV Aid Eligible – 6 Consecutive Payments
U24	Death Verified – Files Closed
U25	Paid in Full Notice
U26	Settled in Full Notice
U27	Litigation
U28	Review
U29	Paid in Full Through Loan Consolidation
U30	Cancelled Because of Death
U31	Closed for Reason of Death – No Offset
U32	Bankruptcy – Forward Final Discharge

APPENDIX D: LETTER CODES

LETTER CODE	LETTER DESCRIPTION
U33	Less Than 7 Years Bankruptcy Denial
U34	Request Received and Will Be Addressed ASAP
U35	Review/Hearing Do Not Refer Debt to IRS
U36	Review/Hearing Do Not Send to IRS Due to Bankruptcy
U37	Contacted Debtor in Error/Corrected Error
U38	Disability Cancellation Notice
U39	No Review/Hearing Debt Satisfied per ED
U40	Treasury Request for Review/Hearing
U41	Credit Bureau Letter Sent to Delete Ref. Borrower Info
U42	Notice Account Removed From Offset Error
U44	Correspond Rec. Respond Delayed Within 60 Days
U45	Referral of Litigation Package
U46	Notice of Acceptance of Visa/Master Credit Card Payment
U47	Inquiry Will Be Responded to ASAP
U48	Request for Documents Processed ASAP
U49	Bankruptcy – Discharge Approved
U50	Return Complete Physical Certification 15-Day
U51	Disability – Cancellation Notice
U52	Request Incarceration Information
U53	Incarceration Information Request
U54	Notice of Recertification to Offset Account
U55	Notice of Stopped Payments via FDP Offset
U56	Notifies Borrower of a Credit Balance
U57	Non-Default Account Paid in Full Letter
U58	Dispute Form
U59	Notice of Possible Refund
U60	ED Mailing Copies Requested
U61	ED Mailing Copies Requested
U62	AWG Letter Required Bankruptcy Documents
U63	Loan Accepted for Rehabilitation by SLMA
U64	AWG Hearings Required for Information Balance Dispute
U65	AWG Request to Call Letter
U66	Complaint Summary Form
U67	Consolidation Benefits
U68	Rehabilitation Benefits
U69	Notice of Termination of Employment
U70	Request for Financial Information
U71	False Certification
U72	Unpaid Tuition Refund Discharge
U74	TOP Hardship Acknowledgment
U75	TOP Hardship Denial
U76	TOP Hardship Approved
U77	Hardship Documents
U78	Settlement Offer – Partial Waiver of Interest/Principal
U79	Settlement Offer – Documentation Requested
U80	Change in Bank Regulations – Additional Information Needed
U81	Notice of Tax Refund Offset
U82	Notice of Possible Tax Refund Offset
U83	1098E Student Loan Interest Statement
U84	National Business School – Loan Discharge Notice
U85	Notification of Possible Closed School Discharge
U86	Notification of Possible False Certification

COLLECTIONS

LETTER CODE	LETTER DESCRIPTION
U87	USA Training Academy
U88	Confirmation of W/O (I/C or T/C)
U89	Final Request for Documentation
U90	Refund Tickler – When Credits Not Posted
U91	Automatic Paid by Consolidation
U93	Final Payoff Letter
U94	Spanish Version of U58 Letter
U95	Spanish Version of W16 Letter
U96	Notification – No Refund Due
U97	Instructions for Requesting Compromise
U98	Rescind V14 Letter Sent in Error
U99	New York Accounts May Be Eligible for TOP Refunds
V00	Credit Balance – Borrower Needs to Verify Address
V01	Disability – Notice of Account Transfer
V02	Overpaid Accounts – Verify Address
V03	Disability – Process Information, No Decision
V04	Disability – Determination Made
V05	Notice of Tuition Refund
V06	Request for Identity Documents
V09	One Payment from Completing Rehabilitation Program
V10	Borrower Must Resubmit Authorization of Release
V13	Notice to Cancel Request for AWG Hearing
V14	PIF/SIF/TOP/CONS Letter for AWG Accounts
V15	Closed School Discharge, Unpaid Ref. and Bank Discharge
V16	Death and Disability Approved Claims
V17	Active Bankruptcy
V18	Postponement of Hearing Notice
V19	Approved Financial Hardship Claim
V22	Collection Costs Lawsuit – Inserts
V23	Employer Notice to Suspend Withholding
V24	Employer Notice to Resume Withholding
V90	Introductory Letter
V91	Acceptance Letter
V93	Change of Amount and Date
V94	Change of Bank Information
V95	Voluntary Removal Letter
V96	Insufficient Funds Letter
V97	Paid-in-Full/Removal Letter
V98	Involuntary Removal
W00	SIF – Pending Clearance of Pay Instructions
W01	Account Assigned to ECMC – Notify Trustee
W02	ECMC Account Assigned to ED
W03	ED Now Holds HEAF Account
W04	Notice of Consolidation/Loan Rehabilitation Programs
W05	Notice of Delay in Review – Collections Temporarily Suspended
W06	Loan Accepted for Rehabilitation by Sallie Mae
W07	Offer Rehabilitation
W08	Notice of Eligibility for Loan Rehabilitation Program
W09	Describe Rehabilitation Requirements
W10	Grace Period Ends 180 Days Begin Repayment
W11	Grace Period Ends 120 Days Begin Repayment
W12	Grace Period Ends 90 Days Begin Repayment

APPENDIX D: LETTER CODES

LETTER CODE	LETTER DESCRIPTION
W13	Individual Education Accounts
W14	Documents Needed
W15	Inquiry Received – Add Time Required for Research
W16	Notice of Loan Consolidation Program
W17	Loan Rehabilitation
W18	Correspondence to Borrower
W20	Notice of Satisfied in Full Account
W21	SIF – Loan Rehabilitation Program
W22	Collection Cost Lawsuit Refund Letter
W23	Collection Cost Lawsuit Refund Letter
W24	CCL ED Determined Borrower Not Overcharged
W26	Program Overpayment PIF
W27	Notify In-House PLUS Borrower of Rate Increase
W28	Notify In-House SLS Borrower of Rate Increase
W29	Notify CA PLUS Borrower of Rate Increase
W30	Notify CA SLS Borrower of Rate Increase
W31	Order of Wage Garnishment
W32	Notice to Cancel Withholding of Wages
W33	ATB/Closed School – Not Qualified Notice
W34	Notice of Nonqualification for Discharge/ATB
W35	Unauthorized Sign – Not Qualified
W36	Notify of Rehabilitated Direct Loan
W37	Return a Direct Loan Assigned in Error
W38	How to Dispute a Credit Entry
W39	Debt Returned to Prior Holder
W41	Gramm-Leach-Bliley Privacy Act
W46	Confirm Return of All Debts in Account
W50	Mississippi Transfer Accounts
W66	Consolidation
W67	No Payment Due Under ICRP
W70	Notice of Approval of Discharge
W71	School Closure – Doesn't Meet the Criteria
W72	Notice to Dispute School Closed Date
W73	Program of Study Terminated – School Not Closed
W74	Notice of Withdrawal Within 90 Days of School Closing
W75	Notice Must Be Enrolled 90 Days Prior
W76	Perkins/NDSL Not Eligible for School Closing Discharge
W77	Ineligible for Closed School Discharge
W78	Did Not Meet Criteria – Closed School Discharge
W79	Did Not Meet Criteria – Loan Prior to January 1, 1986
W80	Not Qualified – Completed Program of Study
W81	Not Qualified – May Resubmit Evidence
W82	Your School Not Identified on Closed School List
W83	Closed School Discharge Not Granted – In Repayment
W85	Discharge Letter
W88	Notification of Receipt of AWG Hearing
W89	Approval Letter for Comaker
W90	Sworn Statement Requesting Discharge of Loans
X01	Veterans Affairs Employee
X03	Receipt of Discount Application for Unauthorized Use – Sign
X05	Request Unpaid Tuition Refund Discharge
X07	Suspension of Collection Activity

COLLECTIONS

LETTER CODE	LETTER DESCRIPTION
X08	Notice of Expiration of Suspended AWG
X09	Notice of Expiration of Reduced Payment
X10	Rehabilitation
X11	Bounced Check Letter
X12	Second Bounce Letter
X14	FESOP Avoid Offset Proceedings Notice
X15	Repayment Agreement with Rehabilitation
X16	Suspense "More Information Letter"
X20	ICRP
X21	ICRP
X23	X23
X42	Repayment Agreement – Loan Rehabilitation Program
X43	Monthly Payment Notification for ICRP
X50	Non-Closed School Discharge
X84	National Business School – Loan Discharge Notice
X89	Notice of Late Payment of Employee Wages
Y11	The Amount, If Any, by which the Employee
Y13	Disposable Pay Is Defined as
Z01	Transfer of NDSL from School to ED
Z02	Request for Loan Rehabilitation Program Information
Z03	Loan Consolidation Program
Z05	Certify Totally/Permanently Disabled
Z31	Section 488A of the Act, which Author
Z32	TOP Request for Bankruptcy Documents
Z33	TOP Bankruptcy Approval
Z34	TOP Bankruptcy 09/30/77 – 10/08/79 Denial
Z35	TOP Bankruptcy 10/09/79 – 05/27/91 Denial
Z36	TOP Bankruptcy Denial 05/28/91 – 10/08/98
Z37	TOP Bankruptcy 10/08/98 or Later Denial
Z38	TOP Bankruptcy Denial for 7 Year Repayment
Z39	TOP Bankruptcy Case Open – No Offset
Z40	TOP Closed School Application Requested
Z41	TOP Request for Unauthorized Signature
Z42	TOP Closed School Denial
Z43	TOP Request for an ATB Application
Z44	TOP Loan Cancellation Approved
Z45	TOP Closed School Denial
Z46	TOP Closed School Denial
Z47	TOP Closed School Denial
Z48	TOP Closed School Denial
Z49	TOP Unauthorized Signature Denial
Z53	TOP Disability Approval
Z54	TOP Disability Denial
Z55	TOP Disability Denial
Z56	TOP Letter Disability 1172 to Be Mailed
Z57	TOP Repayment Agreement
Z58	TOP Repayment Issues
Z59	TOP Repayment Agreement Established
Z60	TOP Letter ED Has a Backlog
Z61	TOP Letter Backlog
Z62	TOP – Balance Dispute
Z63	TOP Letter Debt Unenforceable #7 on RFR

APPENDIX D: LETTER CODES

LETTER CODE	LETTER DESCRIPTION
Z66	TOP – This Is Not My Loan
Z67	TOP Not Enforceable – Statute of Limitations

COLLECTIONS

Letter Type Codes for the GSL
Collection Agency Letter Update File

Assigned Collection Agency Letter ID Ranges				
Agency	1 or 2 Page Coupon Range	1 or 2 Page Non- Coupon Range	3 Page Coupon Range	3 Page Non- Coupon Range
AG502	000-033	680-694	612-615	951-952
AG504	034-067	695-709	616-619	953-954
AG506	068-101	710-724	620-623	955-956
AG508	102-135	725-739	624-627	957-958
AG510	136-169	740-754	628-631	959-960
AG512	170-203	755-769	632-635	961-962
AG514	204-237	770-784	636-639	963-964
AG516	238-271	785-799	640-643	965-966
AG518	272-305	800-814	644-647	967-968
AG520	306-339	815-829	648-651	969-970
AG522	340-373	830-844	652-655	971-972
AG524	374-407	845-859	656-659	973-974
AG526	408-441	860-874	660-663	975-976
AG528	442-475	875-889	664-667	977-978
AG530	476-509	890-904	668-671	979-980
AG532	510-543	905-919	672-675	981-982
AG536	544-577	920-934	676-679	983-984
Note: Each agency is provided a maximum of 34 one- or two-page coupon letters. Each agency is provided with a maximum of 15 one- or two-page non-coupon letters. Each agency is provided four three-page coupon letters and two three-page non-coupon letters.				

Letter codes 578-611, 935-950 and 985-999 are not allocated.

APPENDIX D: LETTER CODES

Assigned Collection Agency Letter to ID Ranges

AG404	00A	00B	00C	00D	00E	00F	00G	00H	00I	00J	00K	00L	00M	00N	00O	00P	00Q	00R	00S	00T	00U	00V	00W	00X	00Y	00Z
AG404	01A	01B	01C	01D	01E	01F	01G	01H	01I	01J	01K	01L	01M	01N	01O	01P	01Q	01R	01S	01T	01U	01V	01W	01X	01Y	01Z
AG406	02A	02B	02C	02D	02E	02F	02G	02H	02I	02J	02K	02L	02M	02N	02O	02P	02Q	02R	02S	02T	02U	02V	02W	02X	02Y	02Z
AG406	03A	03B	03C	03D	03E	03F	03G	03H	03I	03J	03K	03L	03M	03N	03O	03P	03Q	03R	03S	03T	03U	03V	03W	03X	03Y	03Z
AG412	04A	04B	04C	04D	04E	04F	04G	04H	04I	04J	04K	04L	04M	04N	04O	04P	04Q	04R	04S	04T	04U	04V	04W	04X	04Y	04Z
AG412	05A	05B	05C	05D	05E	05F	05G	05H	05I	05J	05K	05L	05M	05N	05O	05P	05Q	05R	05S	05T	05U	05V	05W	05X	05Y	05Z
AG418	06A	06B	06C	06D	06E	06F	06G	06H	06I	06J	06K	06L	06M	06N	06O	06P	06Q	06R	06S	06T	06U	06V	06W	06X	06Y	06Z
AG418	07A	07B	07C	07D	07E	07F	07G	07H	07I	07J	07K	07L	07M	07N	07O	07P	07Q	07R	07S	07T	07U	07V	07W	07X	07Y	07Z
AG420	08A	08B	08C	08D	08E	08F	08G	08H	08I	08J	08K	08L	08M	08N	08O	08P	08Q	08R	08S	08T	08U	08V	08W	08X	08Y	08Z
AG420	09A	09B	09C	09D	09E	09F	09G	09H	09I	09J	09K	09L	09M	09N	09O	09P	09Q	09R	09S	09T	09U	09V	09W	09X	09Y	09Z
AG421	10A	10B	10C	10D	10E	10F	10G	10H	10I	10J	10K	10L	10M	10N	10O	10P	10Q	10R	10S	10T	10U	10V	10W	10X	10Y	10Z
AG421	11A	11B	11C	11D	11E	11F	11G	11H	11I	11J	11K	11L	11M	11N	11O	11P	11Q	11R	11S	11T	11U	11V	11W	11X	11Y	11Z
AG423	12A	12B	12C	12D	12E	12F	12G	12H	12I	12J	12K	12L	12M	12N	12O	12P	12Q	12R	12S	12T	12U	12V	12W	12X	12Y	12Z
AG423	13A	13B	13C	13D	13E	13F	13G	13H	13I	13J	13K	13L	13M	13N	13O	13P	13Q	13R	13S	13T	13U	13V	13W	13X	13Y	13Z
AG424	14A	14B	14C	14D	14E	14F	14G	14H	14I	14J	14K	14L	14M	14N	14O	14P	14Q	14R	14S	14T	14U	14V	14W	14X	14Y	14Z
AG424	15A	15B	15C	15D	15E	15F	15G	15H	15I	15J	15K	15L	15M	15N	15O	15P	15Q	15R	15S	15T	15U	15V	15W	15X	15Y	15Z
AG425	16A	16B	16C	16D	16E	16F	16G	16H	16I	16J	16K	16L	16M	16N	16O	16P	16Q	16R	16S	16T	16U	16V	16W	16X	16Y	16Z
AG425	17A	17B	17C	17D	17E	17F	17G	17H	17I	17J	17K	17L	17M	17N	17O	17P	17Q	17R	17S	17T	17U	17V	17W	17X	17Y	17Z
AG427	18A	18B	18C	18D	18E	18F	18G	18H	18I	18J	18K	18L	18M	18N	18O	18P	18Q	18R	18S	18T	18U	18V	18W	18X	18Y	18Z
AG427	19A	19B	19C	19D	19E	19F	19G	19H	19I	19J	19K	19L	19M	19N	19O	19P	19Q	19R	19S	19T	19U	19V	19W	19X	19Y	19Z
AG428	20A	20B	20C	20D	20E	20F	20G	20H	20I	20J	20K	20L	20M	20N	20O	20P	20Q	20R	20S	20T	20U	20V	20W	20X	20Y	20Z
AG428	21A	21B	21C	21D	21E	21F	21G	21H	21I	21J	21K	21L	21M	21N	21O	21P	21Q	21R	21S	21T	21U	21V	21W	21X	21Y	21Z
AG429	22A	22B	22C	22D	22E	22F	22G	22H	22I	22J	22K	22L	22M	22N	22O	22P	22Q	22R	22S	22T	22U	22V	22W	22X	22Y	22Z
AG429	23A	23B	23C	23D	23E	23F	23G	23H	23I	23J	23K	23L	23M	23N	23O	23P	23Q	23R	23S	23T	23U	23V	23W	23X	23Y	23Z
AG436	24A	24B	24C	24D	24E	24F	24G	24H	24I	24J	24K	24L	24M	24N	24O	24P	24Q	24R	24S	24T	24U	24V	24W	24X	24Y	24Z
AG436	25A	25B	25C	25D	25E	25F	25G	25H	25I	25J	25K	25L	25M	25N	25O	25P	25Q	25R	25S	25T	25U	25V	25W	25X	25Y	25Z

APPENDIX E: CREDIT BUREAU STATUS CODES

COLLECTIONS

<u>VALUE</u>	<u>MEANING</u>
CA	To be activated in credit bureau reporting, referral was initiated by a “start” request from the Billing Information Screen for a debt which is not presently being reported. If the debt passes all eligibility edits, it will be included on the next credit bureau tape produced. The credit bureau status code is set to CA only if it was CD or CI.
CB	Active in the credit bureau referral process. Has been included on the last tape and will continue to be reported.
CC	Debt was closed (payment in full, compromise, write-off, etc.). The final update record has been sent to credit bureaus.
CD	Will be withdrawn from the referral process as the result of a Billing Information Screen “stop” request. Requests to the Billing and Letters subsystem for deletion letters to be sent to the credit bureaus are generated at the time the next credit bureau tape is produced.
CE	Will be withdrawn from the referral process as initiated via the batch deletion process (GDCBR510). Requests to the billing and letters subsystem for deletion letters to be sent to the credit bureaus are generated at the time the next credit bureau tape is produced.
CF	The debt is in dispute. Until such time as the dispute is resolved, the debt is reported with a “special comment” indicating that the dispute is pending.
CI	Debt is not being reported due to a “stop” request entered from the Billing Information Screen or a batch deletion. Even if the debt passes all eligibility edits, the debt will not be included on the tapes. This status also applies to debts which have been “stopped” and have never been reported to credit bureaus by DMCS. The debt will not be reported until such time as a “start” request causes the code to be set to “CA”.
CN	Debt is new to DMCS - 60 days have not yet elapsed since the 60-day notice was mailed.
CO	Debt is permanently excluded from credit bureau reporting - ineligible due to Statute of Limitations.
CR	Debt is excluded from credit bureau reporting due to repurchase of the debt.
CU	Debt is excluded from credit bureau reporting due to unenforceability of the debt.
CX	Debt is excluded from credit bureau reporting due to death or disability of the debtor.
CZ	Debt is not to be reported to Credit Bureau.

APPENDIX E: CREDIT BUREAU STATUS CODES

The status codes CG, CH, and CJ result from updates made through the File Maintenance subsystem. These codes are placed on the data base by on-line functions within File Maintenance. These on-line functions allow updates to the data base for correcting erroneous account numbers (SSN) and linkages between accounts and debts. These corrections are reflected on the subsequent monthly credit bureau tape as follows:

<u>VALUE</u>	<u>MEANING</u>
CG	Credit bureau reporting on this debt has identified the wrong account as comaker. Delete processing (including generation of a delete letter to credit bureaus) is performed for the comaker(s) reported, but not the primary defaulter. Subsequently, the status is set to CB so the debt remains active in credit bureau reporting. Since the data base linkage between the debt and the improperly reported comaker account has already been broken by File Maintenance, no subsequent reporting of that account/debt will occur.
CH	Past credit bureau reporting on this debt has identified the wrong account as primary. Delete processing for the debt and all accounts associated with it is performed ¹ . Subsequently, the status is set to CN in order that the debt will be re-initiated on credit bureau tapes after notification. (The File Maintenance subsystem initiates 60-day notification at the time the debt is reassigned and the credit bureau reporting will begin once the notification period has elapsed.)
CJ	Credit bureau reporting is already active on this debt, but a change in SSN is included on the credit bureau tape. The status is then set to CB to keep reporting on the debt and associated account active.

¹If a debt is assigned to the wrong primary defaulter, any 60-day notice sent to a comaker must be erroneous. Therefore, it is suggested that all comakers reported to credit bureaus under such circumstances be deleted from credit bureau files, then re-initiated after renotification of the primary defaulter and the comaker.

APPENDIX F: CATCODES

COLLECTIONS

MILITARY

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
1A1	Army Civilian	AR
1N1	Navy or Marine Civilian	NV
1F1	Air Force Civilian	AF
1D1	Other Department of Defense Civilian	DD
2A2	Army Active Duty	AR
2C2	Coast Guard Active	CG
2N2	Navy Active Duty	N
2F2	Air Force Active Duty	AF
2M2	Marines Active Duty	MC
3A3	Army Retired	AR
3C3	Coast Guard Retired	CG
3N3	Navy Retired	NV
3F3	Air Force Retired	AF
3M3	Marine Retired	MC
4A4	Army Reserve	AR
4C4	Coast Guard Reserve	CG
4G4	Army Guard	AG
4N4	Navy Reserve	NV
4F4	Air Force Reserve	AF
4K4	Air Force Guard	AK
4M4	Marine Reserve	MC
6	Administrative Offices of the U.S. Court	JB
8	Civil Service Retired	CR
9	Postal Service	PS

CIVILIAN (alphabetical by category)

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
7	Action	KG
7	Administrative Conference of U.S.	AA
7	Advisory Commission on Intergovernmental Relations	AC
7	Advisory Committee on Federal Pay	CP
7	Advisory Council Historic Preservation	HP
7	African Development Foundation	AN
7	Alaska Land Use Council	AL
7	American Battle Monuments Commission	AB
7	Appalachian Regional Commission	AP
7	Architectural and Transportation Barriers Compliance Board	BT
7	Arctic Research Commission	AW
7	Armed Forces Retirement Home	RH
7	Arms Control and Disarmament Agency	AD
7	Barry Goldwater Scholarship and Excellence in Education Foundation	GE
7	Board for International Broadcasting	BR
7	Christopher Columbus Fellowship Foundation	BZ
7	Christopher Columbus Quincentenary Jubilee Commission	AX
7	Civil Aeronautics Board	CA
7	Commission for the Preservation of America's Heritage Abroad	BH
7	Commission of Fine Art	CF
7	Commission on Agricultural Workers	LW
7	Commission on Civil Rights	CC

APPENDIX F: CATCODES

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
7	Commission on Executive, Legislative, and Judicial Salaries	ES
7	Commission on Immigration Reform	ZA
7	Commission on National and Community Services	KN
7	Commission on the Assignment of Women in the Armed Forces	KI
7	Commission on the Bicentennial of the U.S. Constitution	BE
7	Committee for Purchase from Blind and Other Severely Handicapped	HB
7	Commodity Futures Trading Commission	CT
7	Competitiveness Policy Council	LS
7	Consumer Product Safety Commission	SK
7	Corporation for National and Community Service	KS
7	Defense Nuclear Facilities Safety Board	BF
7	Delaware River Basin Commission	DR
7	Department of Agriculture	AG
7	Department of Commerce	CM
7	Department of Education	ED
7	Department of Energy	DN
7	Department of Health and Human Services	HE
7	Department of Housing and Urban Development	HU
7	Department of Interior	IN
7	Department of Justice	DJ
7	Department of Labor	DL
7	Department of State	ST
7	Department of Transportation	TD
7	Department of Treasury	TR
7	Department of Veterans Affairs	VA
7	Environmental Protection Agency	EP
7	Equal Employment Opportunity Commission	EE
7	Export-Import Bank of U.S.	EB
7	Farm Credit Administration	FL
7	Farm Credit System Insurance Corporation	FK
7	Federal Communications Commission	FC
7	Federal Deposit Insurance Corporation	FD
7	Federal Election Commission	LF
7	Federal Emergency Management Agency	EM
7	Federal Financial Institutions Examination Council	FI
7	Federal Home Loan Bank Board	FH
7	Federal Housing Finance Board	FY
7	Federal Labor Relation Authority	AU
7	Federal Maritime Commission	MC
7	Federal Mediation and Conciliation Service	FM
7	Federal Mine Safety and Health Review Commission	RS
7	Federal Retirement Thrift Investment Board	RF
7	Federal Trade Commission	FT
7	General Services Administration	GS
7	H S Truman Scholarship Foundation	HT
7	Illinois and Michigan Canal National Heritage Corridor Commission	BJ
7	Inter-American Foundation	IF
7	Interagency Council on the Homeless	HW
7	International Boundary Commission: United States and Canada	GX
7	International Boundary and Water Commission: United States and Mexico	GW
7	International Cultural and Trade Center Commission	TH
7	International Joint Commission: United States and Canada	GY

COLLECTIONS

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
7	Interstate Commerce Commission	IC
7	James Madison Memorial Fellowship Foundation	BK
7	Japan-U.S. Friendship Commission	UJ
7	Joint Federal-State Commission on Policies and Programs Affecting Alaska Natives	KJ
7	Marine Mammal Commission	MA
7	Martin Luther King, Jr. Federal Holiday Commission	BP
7	Merit Systems Protection Board	BD
7	National Advisory Committee Oceans and Atmosphere	OA
7	National Advisory Council on the Public Service	KH
7	National Aeronautics and Space Administration	NN
7	National Archives and Records Administration	NQ
7	National Capital Planning Commission	NP
7	National Commission for Employment Policy	MK
7	National Commission on Responsibilities for Financing Postsecondary Education	BQ
7	National Commission on Financial Institution Reform, Recovery, and Enforcement	LX
7	National Commission on American Indian, Alaska Native, and Native Hawaiian Housing	BI
7	National Commission on Acquired Immune Deficiency Syndrome	LY
7	National Commission on Libraries and Information Science	CX
7	National Commission on Severely Distressed Public Housing	BV
7	National Commission on Migrant Education	KE
7	National Commission to Prevent Infant Mortality	LM
7	National Council on the Handicapped	NK
7	National Credit Union Administration	CU
7	National Critical Materials Council	KM
7	National Foundation on the Arts and Humanities	AH
7	National Labor Relations Board	NL
7	National Mediation Board	NM
7	National Science Foundation	NF
7	National Security Council	NS
7	National Space Council	EJ
7	National Transportation Safety Board	TB
7	National Women's Business Council	WN
7	Navajo Land Hopi Indian Relocation Commission	RE
7	Nuclear Regulatory Commission	NU
7	Nuclear Waste Technical Review Board	BW
7	Occupational Safety and Health Review Commission	OS
7	Office of Administration	EC
7	Office of Federal Inspector - Alaska Natural Gas Transportation System	AK
7	Office of Government Ethics	GG
7	Office of Management and Budget	BO
7	Office of National Drug Control Policy	QQ
7	Office of Special Counsel	FW
7	Office of the Nuclear Waste Negotiator	WG
7	Office of U.S. Trade Representative	TN
7	Panama Canal Commission	PC
7	Peace Corps	PU
7	Pennsylvania Avenue Development Corporation	PK
7	Pension Benefit Guaranty Corporation	BG
7	Physicians Payment Review Commission	LE

APPENDIX F: CATCODES

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
7	Prescription Drug Payment Review Commission	LV
7	Presidential Commission on Indian Reservation Economies	IR
7	Railroad Retirement Board	RR
7	Science and Technology Policy	TS
7	Securities and Exchange Commission	SE
7	Selective Service System	SS
7	Small Business Administration	SB
7	Smithsonian Institute	SM
7	Susquehanna River Basin Commission	SU
7	Thomas Jefferson Commemoration Commission	TI
7	U.S. Commission on Improving the Effectiveness of the United Nations	LO
7	U.S. Enrichment Corporation	BY
7	U.S. Holocaust Memorial Council	HD
7	U.S. Information Agency	IB
7	U.S. Institute of Peace	AI
7	U.S. International Development Cooperation Agency	AM
7	U.S. International Trade Commission	TC
7	U.S. Office of Personnel Management	OM
7	U.S. Soldier's and Airmen's Home	SH

COLLECTIONS

CIVILIAN (alphabetical by agency)

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
7	American Battle Monuments Commission	AB
7	Advisory Commission on Intergovernmental Relations	AC
7	Arms Control and Disarmament Agency	AD
7	Department of Agriculture	AG
7	National Foundation on the Arts and Humanities	AH
7	U.S. Institute of Peace	AI
7	Office of Federal Inspector - Alaska Natural Gas Transportation System	AK
7	Alaska Land Use Council	AL
7	U.S. International Development Cooperation Agency	AM
7	African Development Foundation	AN
7	Appalachian Regional Commission	AP
7	Federal Labor Relation Authority	AU
7	Arctic Research Commission	AW
7	Christopher Columbus Quincentenary Jubilee Commission	AX
7	Merit Systems Protection Board	BD
7	Commission on the Bicentennial of the U.S. Constitution	BE
7	Defense Nuclear Facilities Safety Board	BF
7	Pension Benefit Guaranty Corporation	BG
7	Commission for the Preservation of America's Heritage Abroad	BH
7	National Commission on American Indian, Alaska Native, and Native Hawaiian Housing	BI
7	Illinois and Michigan Canal National Heritage Corridor Commission	BJ
7	James Madison Memorial Fellowship Foundation	BK
7	Office of Management and Budget	BO
7	Martin Luther King, Jr. Federal Holiday Commission	BP
7	National Commission on Responsibilities for Financing Postsecondary Education	BQ
7	Board for International Broadcasting	BR
7	Architectural and Transportation Barriers Compliance Board	BT
7	National Commission on Severely Distressed Public Housing	BV
7	Nuclear Waste Technical Review Board	BW
7	U.S. Enrichment Corporation	BY
7	Christopher Columbus Fellowship Foundation	BZ
7	Civil Aeronautics Board	CA
7	Commission on Civil Rights	CC
7	Council of Economic Advisors	CE
7	Commission of Fine Art	CF
7	Department of Commerce	CM
7	Advisory Committee on Federal Pay	CP
7	Commodity Futures Trading Commission	CT
7	National Credit Union Administration	CU
7	National Commission on Libraries and Information Science	CX
7	Office of Policy Development	DC
7	Department of Justice	DJ
7	Department of Labor	DL
7	Department of Energy	DN
7	Delaware River Basin Commission	DR
7	Export-Import Bank of U.S.	EB
7	Office of Administration	EC
7	Department of Education	ED
7	Equal Employment Opportunity Commission	EE

APPENDIX F: CATCODES

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
7	National Space Council	EJ
7	Federal Emergency Management Agency	EM
7	Environmental Protection Agency	EP
7	Council on Environmental Quality	EQ
7	Commission on Executive, Legislative, and Judicial Salaries	ES
7	Executive Residence - White House	EX
7	Federal Communications Commission	FC
7	Federal Deposit Insurance Corporation	FD
7	Federal Home Loan Bank Board	FH
7	Federal Financial Institutions Examination Council	FI
7	Farm Credit System Insurance Corporation	FK
7	Farm Credit Administration	FL
7	Federal Mediation and Conciliation Service	FM
7	Federal Trade Commission	FT
7	Office of Special Counsel	FW
7	Federal Housing Finance Board	FY
7	Barry Goldwater Scholarship and Excellence in Education Foundation	GE
7	Office of Government Ethics	GG
7	General Services Administration	GS
7	International Boundary and Water Commission: United States and Mexico	GW
7	International Boundary Commission: United States and Canada	GX
7	International Joint Commission: United States and Canada	GY
7	U.S. Holocaust Memorial Council	HD
7	Department of Health and Human Services	HE
7	Advisory Council Historic Preservation	HP
7	H S Truman Scholarship Foundation	HT
7	Department of Housing and Urban Development	HU
7	Interagency Council on the Homeless	HW
7	U.S. Information Agency	IB
7	Interstate Commerce Commission	IC
7	Inter-American Foundation	IF
7	Department of Interior	IN
7	Presidential Commission on Indian Reservation Economies	IR
7	Judicial Branch	JL
7	National Commission on Migrant Education	KE
7	Action	KG
7	National Advisory Council on the Public Service	KH
7	Commission on the Assignment of Women in the Armed Forces	KI
7	Joint Federal-State Commission on Policies and Programs Affecting Alaska Natives	KJ
7	National Critical Materials Council	KM
7	Commission on National and Community Services	KN
7	Corporation for National and Community Service	KS
7	Physicians Payment Review Commission	LE
7	Federal Election Commission	LF
7	General Accounting Office	LG
7	National Commission to Prevent Infant Mortality	LM
7	Prospective Payment Assessment Commission	LN
7	U.S. Commission on Improving the Effectiveness of the United Nations	LO
7	Government Printing Office	LP
7	Competitiveness Policy Council	LS
7	United States Tax Court	LT

COLLECTIONS

<u>CATCODE</u>	<u>CATEGORY</u>	<u>AGENCY</u>
7	Prescription Drug Payment Review Commission	LV
7	Commission on Agricultural Workers	LW
7	National Commission on Financial Institution Reform, Recovery, and Enforcement	LX
7	National Commission on Acquired Immune Deficiency Syndrome	LY
7	Marine Mammal Commission	MA
7	Federal Maritime Commission	MC
7	National Commission for Employment Policy	MK
7	National Science Foundation	NF
7	National Council on the Handicapped	NK
7	National Labor Relations Board	NL
7	National Mediation Board	NM
7	National Aeronautics and Space Administration	NN
7	National Capital Planning Commission	NP
7	National Archives and Records Administration	NQ
7	National Security Council	NS
7	Nuclear Regulatory Commission	NU
7	National Advisory Committee Oceans and Atmosphere	OA
7	U.S. Office of Personnel Management	OM
7	Occupational Safety and Health Review Commission	OS
7	Panama Canal Commission	PC
7	Pennsylvania Avenue Development Corporation	PK
7	Peace Corps	PU
7	Office of National Drug Control Policy	QQ
7	Navajo Land Hopi Indian Relocation Commission	RE
7	Federal Retirement Thrift Investment Board	RF
7	Armed Forces Retirement Home	RH
7	Railroad Retirement Board	RR
7	Federal Mine Safety and Health Review Commission	RS
7	Small Business Administration	SB
7	Securities and Exchange Commission	SE
7	U.S. Soldier's and Airmen's Home	SH
7	Consumer Product Safety Commission	SK
7	Smithsonian Institute	SM
7	Selective Service System	SS
7	Department of State	ST
7	Susquehanna River Basin Commission	SU
7	National Transportation Safety Board	TB
7	U.S. International Trade Commission	TC
7	Department of Transportation	TD
7	International Cultural and Trade Center Commission	TH
7	Thomas Jefferson Commemoration Commission	TI
7	Office of U.S. Trade Representative	TN
7	Department of Treasury	TR
7	Science and Technology Policy	TS
7	Japan-U.S. Friendship Commission	UJ
7	Department of Veterans Affairs	VA
7	Office of the Nuclear Waste Negotiator	WG
7	National Women's Business Council	WN
7	Commission on Immigration Reform	ZA

APPENDIX F: CATCODES

APPENDIX G: AUDIT HISTORY SOURCE CODES

COLLECTIONS

ACCOUNTING

AUDIT PROGRAM and DESCRIPTION

AAA	GDACC220	- ON-LINE	- Accounting Adjustment Screen*
ABS	GDACC525	- BATCH	- Account Placed on Billing
ANC	GDACC240	- ON-LINE	- NDSL Cancellation*
APA	GDACC230	- ON-LINE	- Payment Allocation Instructions
APT	GDACC210	- ON-LINE	- Payment Transferred*
ART	GDACC250	- ON-LINE	- Reverse Posted Transaction*
A16	GDACC416	- BATCH	- Update MIDAS Appropriation Allocation Table (Table 16)
A17	GDACC417	- BATCH	- Update MIDAS Subtrans Generation Table (Table 17)
CBI	GDACC525	- BATCH	- Billing Information Update
MCL	GDACC562	- BATCH	- Accounting

*Note: The Audit History records created for these transactions are stored on the data base immediately, while the accounting transactions created will not be posted to the account until the next nightly posting job is executed.

ADMINISTRATIVE WAGE GARNISHMENT

AUDIT PROGRAM and DESCRIPTION

AWG	GDAWG510	- BATCH	- Administrative Wage Garnishment (AWG)
	GDAWG545	- BATCH	- Administrative Wage Garnishment (AWG)
WGO	GDAWG140	- ON-LINE	- Administrative Wage Garnishment
WG1	GDAWG141	- ON-LINE	- Administrative Wage Garnishment
WG3	GDAWG143	- ON-LINE	- Administrative Wage Garnishment

ARCHIVE PROCESS

AUDIT PROGRAM and DESCRIPTION

ARC	GSARC100	- ON-LINE	- Archive Process
	GSARC521	- BATCH	- Archive Process
	GSARC522	- BATCH	- Archive Process
	GSARC580	- BATCH	- Archive Process
	GSARC900	- BATCH	- Archive Process

APPENDIX G: AUDIT HISTORY SOURCE CODES

BILLING

AUDIT PROGRAM and DESCRIPTION

BBD	GDBIL600	- BATCH	- Disconnects accounts from active billing cycles.
NDB	GDBIL904	- BATCH	- NDSL Closed School Defaulted Debt Processing

COLLECTION AGENCY

AUDIT PROGRAM and DESCRIPTION

CAR	GDCAR551	- BATCH	- Collection Agency Return
	GDCAR552	- BATCH	- Collection Agency Return
	GDCAR561	- BATCH	- Collection Agency Return
	GDCAR563	- BATCH	- Collection Agency Return
FAR	GDCAR550	- BATCH	- Collection Agency Recall

COLLECTOR

AUDIT PROGRAM and DESCRIPTION

CBI	GDCOL103	- ON-LINE	- Billing Information Update
CBI	GDCOL103	- ON-LINE	- COLREF, Acct, Debt and Address Change
	GDCOL116	- ON-LINE	- Collections
CFD	GDCOL107	- ON-LINE	- Federal Defaulter Update
CSG	GDCOL118	- ON-LINE	- Collections
ICR	GDCOL151	- ON-LINE	- Income Contingent Repayment Update
RHB	GDCOL131	- ON-LINE	- Collections

CREDIT BUREAU

AUDIT PROGRAM and DESCRIPTION

CB2	GDCBR505	- BATCH	- Credit Bureau Update
CB3	GDCBR510	- BATCH	- Credit Bureau Update

COLLECTIONS

DIRECT DEBIT

AUDIT PROGRAM and DESCRIPTION

DDP	GDDDP110	- ON-LINE	- Account Maintenance Screen
	GDDDP506	- BATCH	- New Application/Change of Information Load
	GDDDP531	- BATCH	- Daily Enrollment Processing
	GDDDP532	- BATCH	- Daily Removal Status Update

FEDERAL DEFAULTER

AUDIT PROGRAM and DESCRIPTION

FDA	GDFDP530	- BATCH	- Federal Defaulter, Owner and Debt Loc Change
	GDFDP540	- BATCH	- Federal Defaulter changed ACCT-OWNER and DEBT-LOC-CODES from ED301-ED349 to appropriate ED Regional Collector Code.
	GDFDP565	- BATCH	- Federal Defaulter, Owner and Debt Loc Change
	GDFDP565	- BATCH	- Federal Defaulter, Owner and Debt Loc Change
FDM	GDFDP532	- BATCH	- Federal Defaulter, Owner and Debt Loc Change
	GDFDP532	- BATCH	- Federal Defaulter changed ACCT-OWNER and DEBT-LOC-CODES from EDxxx to ED002 due to a name mismatch.
FDS	GDFDP991	- BATCH	- Federal Defaulter Update
FDU	GDFDP520	- BATCH	- Federal Defaulter Update, Change in Agency or Category Code
	GDFDP520	- BATCH	- Federal Defaulter Update, Change in Agency or Cat Code
	GDFDP525	- BATCH	- Federal Defaulter Update, Change in Agency or Category Code
	GDFDP525	- BATCH	- Federal Defaulter Update, Change in Agency or Cat Code

FILE MAINTENANCE

AUDIT PROGRAM and DESCRIPTION

FAC	GDFLM361	- ON-LINE	- Account Consolidation (Debt Movement)
FAD	GDFLM270	- ON-LINE	- File Maintenance
FD1	GDFLM441	- ON-LINE	- FDSL Program Specific File Maintenance - Screen 1
	GDFLM443	- ON-LINE	- FDSL Program Specific File Maintenance - Screen 2
FD2	GDFLM441	- ON-LINE	- FDSL Program Specific File Maintenance - Screen 1
	GDFLM443	- ON-LINE	- FDSL Program Specific File Maintenance - Screen 2
FG1	GDFLM381	- ON-LINE	- File Maintenance
	GDFLM383	- ON-LINE	- File Maintenance
FG2	GDFLM381	- ON-LINE	- File Maintenance
	GDFLM383	- ON-LINE	- File Maintenance
FLH	GDFLM508	- BATCH	- Litigation Holdout
	GDFLM508	- BATCH PGM	- Litigation Holdout

APPENDIX G: AUDIT HISTORY SOURCE CODES

AUDIT PROGRAM and DESCRIPTION

FMA	GDFLM311	- ON-LINE	- Account Record File Maintenance
FMC	GDFLM361	- ON-LINE	- File Maintenance
	GDFLM370	- ON-LINE	- Account Consolidation (Comaker Termination)
FMD	GDFLM321	- ON-LINE	- Debt Record File Maintenance
FME	GDFLM351	- ON-LINE	- External Organization Maintenance
FMF	GDFLM331	- ON-LINE	- FISL Program Specific File Maintenance
FMN	GDFLM390	- ON-LINE	- File Maintenance
FM1	GDFLM341	- ON-LINE	- NDSL Program Specific File Maintenance - Screen 1
	GDFLM343	- ON-LINE	- NDSL Program Specific File Maintenance - Screen 2
FM2	GDFLM341	- ON-LINE	- NDSL Program Specific File Maintenance - Screen 1
	GDFLM343	- ON-LINE	- NDSL Program Specific File Maintenance - Screen 2
FOA	GDFLM903	- BATCH	- File Maintenance
FOD	GDFLM902	- BATCH	- File Maintenance
FP1	GDFLM421	- ON-LINE	- POVR Program Specific
	GDFLM421	- ON-LINE	- File Maintenance
FSN	GDFLM362	- ON-LINE	- Account Consolidation (Account Number Change)
FTG	GDFLM502	- ON-LINE	- File Maintenance
	GDFLM504	- ON-LINE	- File Maintenance
	GDFLM914	- BATCH	- File Maintenance
IPC	GDNCS120	- ON-LINE	- Change Debtor Name and Address

INCOME CONTINGENT REPAYMENT

AUDIT PROGRAM and DESCRIPTION

ICR	GDICR525	- BATCH	- Income Contingent Repayment Update
	GDICR540	- BATCH	- Income Contingent Repayment Update
	GDICR605	- BATCH	- Income Contingent Repayment Update
	GDICR610	- BATCH	- Income Contingent Repayment Update

COLLECTIONS

IRS PROCESSING

AUDIT PROGRAM and DESCRIPTION

IAD	GDIRS110	- ON-LINE	- Subagency Address Data Maintenance
	GDIRS110	- ON-LINE	- Subagency Address Maintenance
IAR	GDIRS100	- ON-LINE	- IRS Account Look-Up/Removal
	GDIRS100	- ON-LINE	- IRS Account Look-Up/Removal

NEW DEBTS

AUDIT PROGRAM and DESCRIPTION

ACC	GDNEW580	- BATCH	- New Debt Load
DND	GDNEW510	- BATCH	- New Debt Load
	GDNEW610	- BATCH	- New Debt Load

APPENDIX H: PAYMENT TABLE

COLLECTIONS

When a gratuitous payment is received and posted to an account not on billing, the posting program will start the billing process using the posting date as the future payment due date. For example, a payment posted on 5/14 will be set on billing with the next payment due 6/14. The monthly payment amount is automatically calculated by the posting program from the account balance range as shown in the table.

Monthly Payment Table

Account Balance Range			Monthly
<u>From</u>	-	<u>To</u>	<u>Payment</u>
25.00	-	49.99	25.00
50.00	-	599.99	50.00
600.00	-	1,499.99	75.00
1,500.00	-	1,999.99	90.00
2,000.00	-	2,999.99	125.00
3,000.00	-	3,999.99	170.00
4,000.00	-	4,999.99	210.00
5,000.00	-	5,999.99	250.00
6,000.00	-	6,999.99	300.00
7,000.00	-	7,999.99	340.00
8,000.00	-	8,999.99	375.00
9,000.00	-	9,999.99	425.00
10,000.00	-	10,999.99	460.00
11,000.00	-	11,999.99	500.00
12,000.00	-	12,999.99	545.00
13,000.00	-	13,999.99	585.00
14,000.00	-	14,999.99	625.00
15,000.00	-	15,999.99	670.00
16,000.00	-	16,999.99	710.00
17,000.00	-	17,999.99	750.00
18,000.00	-	18,999.99	795.00
19,000.00	-	19,999.99	835.00

APPENDIX H: PAYMENT TABLE

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Account Level Information (L101)

PURPOSE

The Account Level Information Screen is used to determine what the account balance is and its debt type make-up.

PROGRAM

GDCOL101

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

REGION

ACCT-ED-REGION

The region code

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector).

COLL NUM

ACCT-COLL-NUM

Physical location assigned by the collection agency. It is used only if the account is with a collection agency.

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

ACCT SSA CODE

ACCT-SSA-
CODEcarol.orr@robertorr.com

One character indicator. "N" indicates that the account record SSN, name, and date of birth have not matched the Social Security Administration data. "V" indicates a match.

ACCT NAME

ACCT-NAME-FULL

The name (last, first, middle) of the account.

ADDRESS

ADDR-LINE-1
ADDR-LINE-2

The address of the account.

CITY

ADDR-CITY

The city of the account, or the country if a foreign address.

STATE

ADDR-STATE

Two-character code for the state of the account, or "FC" for foreign addresses.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
ZIP	ADDR-ZIP-CODE
The zip code for the account.	
BIRTHDATE	ACCT-BIRTH-DATE
The birth date of the individual owning the account.	
DAY PHONE	ADDR-PHONE-WORK
Daytime telephone number, with area code, of the student, cosigner, or reference.	
NIGHT PHONE	ADDR-PHONE-HOME
Nighttime telephone number, with area code, of the student, cosigner, or reference.	
PREV LAST	ACCT-PREV-NAME
The previous last name of the account, if one exists.	
PREV FIRST	ACCT-SUPP-PREV-NAME-FIRST
The previous first name of the account, if one exists.	
ED BALANCE	GDCOL000A-CALC0001
The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.	
PRINCIPAL	GDCOL000A-CALC0002
Accumulation of the amount of principal present in each of the debts for the account.	
INTEREST	GDCOL000A-CALC0003
Accumulation of the amount of interest accrued, through the current date, for all the debts for the account.	
PENALTY AMT	GDCOL000A-CALC0004
Accumulation of the amount of penalties incurred on all the debts for the account.	
ADMIN	GDCOL000A-CALC0005
Accumulation of the amount of any administrative costs incurred for all the debts for the account.	
FEES	GDCOL000A-CALC0006
Accumulation of the amount of any other fees incurred for all the debts for the account.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
PROJ/ACT CA	GDCOL000A-CALC0007
Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.	
CA BALANCE	GDCOL000A-CALC0008
Projected account balance due to the collection agency if the account is at a collection agency.	
MONTHLY PMT	ACCT-REGULAR-PAY-AMT
The amount of the monthly payment made by the individual owning the account. The calculated monthly payment for a weekly or semi-monthly Direct Debit participant, else the debited monthly payment.	
PAST DUE AMT	TEMP-TOTAL
The amount of debt that is overdue.	
TOTAL DUE	GDCOL000A-CALC0009
The total amount due from the individual, including the monthly payment and any past due amounts.	
LAST PMT DATE	ACCT-LAST-COLL-DATE
The date on which the individual made his/her last payment. For a Direct Debit participant, the date on which the last payment was withdrawn.	
LAST PMT AMT	ACCT-LAST-COLL-AMT
The amount of the last payment made by the individual owning the account. For a Direct Debit participant, the amount of the last payment withdrawn.	
DUE DATE	GDCOL101A-COMM0001
The date that the next payment is due.	
DATE BOUN/RV	PAYTRX-DATE-EFF
The date of the last payment which had a second bounce transaction.	
LAST PMT BOUN/RV	PAYTRX-TRANS-AMT
The payment amount of the second bounce transaction.	

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
<p>TOP STAT</p> <p>The most current TOP offset year and status. If the offset record is not found for the current year, the previous year will be looked for. This backward search will continue as far back as 1988. If nothing is found, this field will be blanks, otherwise it will contain the year and status in format YY-S.</p>	<p>IRS-FLAG IRS-PROC-YR</p>
<p>DDP</p> <p>A one-character flag. "Y" indicates an account is participating in the Direct Debit Program.</p>	ACCT-DIRDBT-FLAG
<p>ICRP</p> <p>The current ICRP status code of the account. A one letter code followed by a description of current (if the account is current in payments), delinquent (if the account is delinquent in payments) or N/A (if the account is not on active billing).</p>	ICRP-STATUS-CODE
<p>ICRP Repayment Status</p> <p>The current status of the ICRP account.</p>	GDCOL101A-COMM0002
<p>NUMBER AND TYPE OF DEBTS</p> <p>These fields contain the name of the debts in each of the various debt categories. Also included is a place for the cursor to select the debt category desired, in addition to the number of debts in each of the various debt categories.</p>	GDCOL101A-COMM0003

COLLECTIONS

TITLE

Collector Note Pad (L102)

PURPOSE

The Collector Note Pad Screen is used to track the collections activity on an account.

PROGRAM

GDCOL102

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

REGION

ACCT-ED-REGION

The region code.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector).

COLL NUM

ACCT-COLL-NUM

Physical location assigned by the collection agency. It is used only if the account is with a collection agency.

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

ACCT NAME

ACCT-NAME-FULL

The name (last, first, middle) of the account owner.

ED BALANCE

GDCOL000A-CALC0001

The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.

PROJ/ACT CA

WS-PROJ-ACT-CA

Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.

CA BALANCE

GDCOL000A-CALC0008

Projected account balance due to the collection agency if the account is at a collection agency.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
<p>DATE</p> <p>The date of entry for the notepad record. This is the current system date on the date of entry and not a user-entry field.</p>	<p>NOTEDATE-NOTEPAD- DATE</p>
<p>SOURCE CODE</p> <p>The user ID of the person who is using the system. It is system-generated and not a user-entry field.</p>	<p>NOTEPAD-SOURCE-CODE</p>
<p>NARRATIVE</p> <p>Four lines of free form entry to be used as an on-line note taking facility for this account. Fifty alphanumeric characters per line.</p>	<p>NOTEPAD-NARRATIVE</p>

COLLECTIONS

TITLE

Billing Information (L103)

PURPOSE

The Billing Information Screen is used to set up or remove an account from billing, or to change the name and address of the debtor or his/her reference.

PROGRAM

GDCOL103

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

REGION

ACCT-ED-REGION

The region code.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector).

COLL NUM

ACCT-COLL-NUM

Physical location assigned by the collection agency. It is used only if the account is with a collection agency. Five digits. May only be altered by Collection Agency supervisors.

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

ED BALANCE

GDCOL103A-CALC0001

The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.

PROJ/ACT CA

GDCOL103A-CALC0002

Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.

CA BALANCE

GDCOL103A-CALC0003

Projected account balance due to the Collection Agency if the account is at the Collection Agency.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
ACCT NAME	ACCT-NAME-FULL
The name (last, first, middle) of the account owner.	
PREV NAME	ACCT-PREV-NAME
The previous name assigned to debtor's account (if applicable). This field includes PREV FIRST and PREV LAST.	
ADDRESS	ADDR-LINE-1 ADDR-LINE-2
The address of the account. Eighty alphanumeric characters spread over two lines.	
BIRTHDATE	ACCT-BIRTH-DATE
The debtor's birthdate.	
CITY	ADDR-CITY
The city of the account, or the country if a foreign address. Thirty alphanumeric characters.	
STATE	ADDR-STATE
Two-character code for the state of the account, or "FC" for foreign addresses.	
ZIP	ADDR-ZIP-CODE
The zip code for the account. Five digits, with a four-digit suffix, or spaces if a foreign address.	
DAY PHONE	ADDR-PHONE-WORK
The work phone number of the reference.	
NIGHT PHONE	ADDR-PHONE-HOME
The debtor phone number, including area code.	
ADDRESS STATUS	ADDR-STATUS
The current status of this address.	
ADDRESS CHANGE DATE	ADDR-ADDRESS-DATE
Date on which the address of the individual was last changed.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
ADD SRC Address source. Indicates whether a particular program may override an existing student address. No program may change an address if the current record has a higher priority number (70 being the highest) in this field than that assigned to the program desiring to make the change.	ADDR-SOURCE
REF NAME The name (last, first, middle) of the account reference, if one exists. Sixty alphanumeric characters.	COLREF-NAME-LAST COLREF-NAME-FIRST COLREF-NAME-MIDDLE
REF ADDR The account reference's address. Eighty alphanumeric characters spread over two lines.	COLREF-ADDR-LINE-1 COLREF-ADDR-LINE-2
UND Undeliverable mail indicator. A "U" in this field indicates the letter was returned as undeliverable.	COLREF-RETURN-IND
REF CITY The account reference's city. Thirty alphanumeric characters.	COLREF-CITY
STATE Two-character code for the account reference's state.	COLREF-STATE
ZIP The zip code for the account reference. Five digits, with a four-digit suffix.	COLREF-ZIP-CODE
REF TYPE A three-character abbreviation that identifies the source of the additional debtor contact information.	COLREF-TYPE
DAY PHONE The work phone number of the reference.	COLREF-PHONE-WORK
NIGHT PHONE The debtor phone number, including area code.	COLREF-PHONE-HOME
FIRST PAYMENT DUE DATE The date that the first payment is due. If entered by the user, it must be at least three weeks from the current date. MM/DD/YY. Changes are prohibited for Direct Debit participants.	ACCT-FIRST-PAY-DUE-DATE

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
PAYMENT AMOUNT	ACCT-REGULAR-PAY-AMT
The total monthly payment due from the individual, including the schedule monthly amount and any past due amounts. Up to two digits to the right of the decimal. For example: 12,234.67. Changes are prohibited for Direct Debit participants.	
STOP BILLING	GDCOL103A-COMM0001
One-character field indicating whether or not to stop billing for this individual. This field is prohibited for Direct Debit participants.	
ICRP	ICRP-STATUS-CODE
The current ICRP status code of the account. A one-letter code followed by a description of current (if the account is current in payments), delinquent (if the account is delinquent in payments), or N/A (if the account is not on active billing).	
DDP	ACCT-DIRDBT-FLAG
A one-character field indicating whether a borrower is participating in the Direct Debit Program.	
AMNESTY	ACCT-AMNESTY-FLAG
A one-character field indicating whether an account is participating in the Amnesty program.	
START/STOP CREDIT BUREAU	GDCOL103A-COMM0002
Used to indicate whether or not to start/stop credit bureau reporting for a debt. Department of Education function only.	
DEBT ID	DEBT-ID-KEY
The sixteen-character debt ID.	
REPORT	GDCOL103A-COMM0003
The name or abbreviation of a credit bureau or skiptrace report obtained for which a notepad record should be created.	

COLLECTIONS

TITLE

Financial Information (L104)

PURPOSE

The Financial Information Screen is used to compile financial information on a debtor to establish a monthly payment plan.

PROGRAM

GDCOL104

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

NAME

ACCT-NAME-FULL

The name (last, first) of the account.

INDIVIDUAL INCOME

FINPRO-INDVL-INCOME

Amount of the individual's annual salary.

NUM EXEMPTIONS

FINPRO-NBR-EXEMPT

The number of exemptions that the individual claims on his/her Federal income tax forms.

OTHER INCOME

FINPRO-OTHER-INCOME

Any other income that the individual has earned during the past fiscal year.

MARITAL STATUS

FINPRO-MARITAL-STATUS

One-character indicator of the individual's marital status.

GROSS INCOME

WS-TOTAL-INCOME

The amount of gross income earned by the individual (computed by summing individual income and other income).

NET INCOME

GDCOL000A-CALC0011

The amount computed by taking 70 percent of the gross income.

ESTIMATED MONTHLY EXPENSES AS OF AS-OF-DATE

FINPRO-UPDATE-DATE

Displays the date the information was entered.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
MORTGAGE/RENT	FINPRO-MORT
The amount of the individual's monthly mortgage/rent payment.	
FOOD	FINPRO-FOOD
The estimated monthly amount spent by an individual on food.	
REAL ESTATE TAXES	FINPRO-REAL-ESTATE-TAX
Estimated monthly amount spent by an individual on real estate taxes.	
UTILITIES	FINPRO-UTILS
Estimated monthly amount spent by an individual on utilities.	
CAR PAYMENT	FINPRO-CAR-PMTS
Amount of an individual's monthly car payment(s).	
LOAN PAYMENTS	FINPRO-THIRD-LOAN
These three fields contain the monthly payment(s) made by an individual on each of up to three separate loans.	
OTHERS	FINPRO-FIRST-OTHER-PMT
The monthly amount of any other loan payments; up to two others may be listed.	
DATA SOURCE	FINPRO-DATA-SOURCE
The collector number of the person entering the information.	
INSURANCE PAYMENTS	GDCOL104A-COMM0001
These fields contain monthly insurance payments.	
LIFE	FINPRO-LIFE-INS
The monthly amount of life insurance payment(s) made by an individual.	
AUTO	FINPRO-AUTO-INS
The monthly amount of car insurance payment(s) made by an individual.	
HEALTH	FINPRO-HEALTH-INS
The monthly amount of health insurance payment(s) made by an individual.	
HOME OWNERS	FINPRO-HOME-INS
The monthly amount of home owners' insurance payment(s) made by an individual.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
CREDIT CARD PAYMENTS	GDCOL104A-COMM0002
These five fields contain the monthly payment(s) made by an individual on each of up to five credit card accounts.	
AVAILABLE DISCRETIONARY INCOME	GDCOL104A-CALC0001
Estimated monthly income calculated by the system, that the individual should pay, to eradicate the debt. It is computed by dividing the net income by 12 and subtracting all expenses. If the result is a negative value, a zero is displayed.	
REQUESTED PAYMENT AMOUNT	FINPRO-REQST-PMT
Monthly amount suggested by the debtor as his/her preferred amount to pay.	
ED BALANCE	GDCOL000A-CALC0001
The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.	
PROJ/ACT CA	GDCOL000A-CALC0007
Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.	
CA BALANCE	GDCOL000A-CALC0008
Projected account balance due to the collection agency if the account is at a collection agency.	

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Collector Letter Reference Screen (L105)

PURPOSE

The Collector Letter Reference Screen is used to start (generate) and stop letters to the debtor.

PROGRAM

GDCOL105

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION	REFERENCE
ACCT NO	ACCT-NBR-KEY
The ten-character account ID. "S" or "E" followed by nine numbers.	
REGION	ACCT-ED-REGION
The region code.	
ACCT OWNER	ACCT-OWNER
The five-character owner code, equivalent to old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector).	
COLL NUM	ACCT-COLL-NUM
Physical location assigned by the collection agency. It is used only if the account is with a collection agency.	
ED BALANCE	GDCOL000A-CALC0001
The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.	
PROJ/ACT CA	GDCOL000A-CALC0007
Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.	
CA BALANCE	GDCOL000A-CALC0008
Projected account balance due to the collection agency if the account is at a collection agency.	

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
LETTER REQUESTED TYPE	L105-LTR-TYPE-CODEI
<p>The identification code of the requested letter. If a letter is being modified or deleted, the identification code must exist on the data base.</p> <p>The valid values are:</p> <p>A - M Coupon, one page N - R Coupon, two pages S - T Coupon, three pages U - W Non-coupon, one page X - Z Non-coupon, two or more pages</p> <p>If a letter is pending, the identification code must be followed by a "P". If a letter has been rejected, the identification is followed by an "R". Note: Pending and rejected forms of a letter cannot exist at the same time.</p>	
STOP LETTER SERIES	GDCOL105A-COMM0001
<p>Used when the user is requesting to stop a letter. Use "X" to stop the letter.</p>	
OPTIONAL DEBT ID	L105-OPTION-DEBT-IDI
<p>A debt ID is required by some letters. When this field is displayed it is required.</p>	
OPTIONAL AMOUNT	L105-OPTION-AMTI
<p>The nature of the amount depends on the letter. When this field is displayed, it is required.</p>	
OPTIONAL DATE	L105-OPTION-DATEI
<p>The nature of the date depends on the letter. It may be a payment due date, compromise date, etc. When this field is displayed, it is required.</p>	
PRIMARY ADDRESS	GDCOL105A-COMM0002
<p>Field to select the primary address on the data base. Use "X" to select.</p>	
NAME	ACCT-NAME-FULL
<p>The name (last, first, middle) of the account owner.</p>	
ADDRESS	ADDR-LINE-1 ADDR-LINE-2
<p>The account owner's current address.</p>	
ADDR STATUS	ADDR-STATUS
<p>The current status of this address.</p>	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
CITY	ADDR-CITY
The city of the account, or the country if a foreign address.	
STATE	ADDR-STATE
Two-character code for the state of the account, or "FC" for foreign addresses.	
ZIP	ADDR-ZIP-CODE
The zip code for the account.	
PHONE	ADDR-PHONE-HOME
Telephone number, with area code, of the account owner.	
REFERENCE ADDRESS	GDCOL105A-COMM0003
Field to select the current reference address on the data base. Use "X" to select.	
REFERENCE TYPE	COLREF-TYPE
The type of reference. Display only.	
NAME	COLREF-NAME-LAST COLREF-NAME-FIRST COLREF-NAME-MIDDLE
The name (last, first, middle) of the account reference.	
ADDRESS	COLREF-ADDR-LINE-1 COLREF-ADDR-LINE-2
The account reference's current address.	
ADDR STATUS	COLREF-RETURN-IND
The current status of this address.	
CITY	COLREF-CITY
The city of the account's reference address, or the country if a foreign address.	
STATE	COLREF-STATE
Two-character code for the state of the account's reference address, or "FC" for foreign addresses.	
ZIP	COLREF-ZIP-CODE
The zip code for the reference address.	

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
PHONE	COLREF-PHONE-HOME
Telephone number, with area code, of the reference address.	
OPTIONAL ADDRESS	GDCOL105A-COMM0004
Field to select the optional address. Use "X" to select.	
NAME	L105-OPTION-NAME-FIRSTO
The optional name (last, first, middle) of an account. Not the account owner or reference name but another such as school or lender name.	L105-OPTION-NAME-LASTO
	L105-OPTION-NAME-MIDDLEO
ADDRESS	L105-OPTION-ADDR-LINE-1O
The optional address for the account. Not the account owner or reference address but another such as school or lender address.	L105-OPTION-ADDR-LINE-2O
CITY	L105-PRIME-CITYI
The optional city of the account. Not the account owner or reference city but another such as school or lender city.	
STATE	L105-PRIME-STATEI
The optional state of the account. Not the account owner or reference state but another such as school or lender state.	
ZIP	L105-PRIME-ZIP-CODEI
The optional zip code for the account. Not the account owner or reference zip code but another such as school or lender zip code.	

COLLECTIONS

TITLE

Letter History Screen (L106)

PURPOSE

The Letter History Screen provides a historical listing of all letters sent to a debtor.

PROGRAM

GDCOL106

SPECIAL NOTES

None.

 ENGLISH NAME/DEFINITION

 REFERENCE

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

REGION

ACCT-ED-REGION

The region code.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector).

COLL NUM

ACCT-COLL-NUM

Physical location assigned by the collection agency.
It is used only if the account is with a collection agency.

ACCT NAME

ACCT-NAME-FULL

The name (last, first, middle) of the account owner.

ED BALANCE

GDCOL000A-CALC0001

The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.

PROJ/ACT CA

GDCOL000A-CALC0007

Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.

CA BALANCE

GDCOL000A-CALC0008

Projected account balance due to the collection agency if the account is at a collection agency.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
LETTER SENT DAT	LTRHST-DATE-SENT
Date on which the letter was sent. Letters are listed from most recent to oldest.	
REQUESTER CODE	LTRHST-AUD-USER-ID
The number of the collector who requested the letter.	
LETTER TYPE	LTRHST-LTR-TYPE-CODE
The type of letter.	
STREET	LTRHST-LINE-1
Street address to which the letter was sent. (This field is blank for an IRS address source.)	
ZIP	LTRHST-ZIP-CODE
The zip code for the letter which was sent.	
U	LTRHST-RETURN-IND
Undeliverable mail indicator. A "U" in this field indicates the letter was returned as undeliverable.	

COLLECTIONS

TITLE

Federal Defaulter Screen (L107)

PURPOSE

The Federal Defaulter Screen is used to provide or modify the information on a Federal Defaulter's account, or to add an account to the Federal Defaulter system.

PROGRAM

GDCOL107

SPECIAL NOTES

None.

 ENGLISH NAME/DEFINITION

 REFERENCE

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

PENDING CLAIM

FDP-ANOTHER-DEBT-FLG

A flag indicating if additional debts not included in the current Federal Defaulter account exist.

REGION

ACCT-ED-REGION

The region code.

CATEGORY

GDCOL107A-COMM0001

Explanation of the employee category code, based on user or data base input (Federal government sector in which the employee works).
Name of employing agency/department.

CATCODE

FDP-CATEGORY

Employee category code. The first character determines the display for the CATEGORY field.

COMAKER

GDCOL107A-COMM0002

One-character flag indicating whether or not the defaulter is a comaker on one or more debts.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code. The two-letter prefix (ED or AG) identifies the account owner; the three-digit suffix is the location code (account/status/collector).

COLL NUM

ACCT-COLL-NUM

Physical location assigned by the collection agency.
It is used only if the account is with a collection agency.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
<p>AGENCY</p> <p>The agency code associated with the corresponding category code.</p>	TABENT-DATA
<p>TOP STAT</p> <p>The most current TOP offset year and status. If the offset record is not found for the current year, the previous year will be looked for. This backward search will continue as far back as 1988. If nothing is found, this field will be blanks; otherwise it will contain the year and status in format YY-S.</p>	<p>IRSOFF-PROC-YR</p> <p>IRS-FLAG</p>
<p>CRED BUR</p> <p>A flag is displayed indicating if any debts have been reported to a Credit Bureau.</p>	L107-CR-BUR-FLAGO
<p>ACCT NAME</p> <p>The name (last, first, middle) of the account owner.</p>	ACCT-NAME-FULL
<p>ADDRESS</p> <p>The address of the account</p>	<p>ADDR-LINE-1</p> <p>ADDR-LINE-2</p>
<p>DAY</p> <p>Daytime telephone number, with area code, of the individual owning the account.</p>	ADDR-PHONE-WORK
<p>NIGHT</p> <p>Nighttime telephone number, with area code, of the individual owning the account.</p>	ADDR-PHONE-HOME
<p>CITY</p> <p>The city of the account.</p>	ADDR-CITY
<p>ST</p> <p>The state of the account.</p>	ADDR-STATE
<p>ZIP</p> <p>The zip code for the account.</p>	ADDR-ZIP-CODE
<p>WORK ADDR</p> <p>The individual's work address.</p>	<p>FDP-WORK-ADDR-LINE-1</p> <p>FDP-WORK-ADDR-LINE-2</p> <p>FDP-WORK-ADDR-LINE-3</p> <p>FDP-WORK-ADDR-LINE-4</p> <p>FDP-WORK-ADDR-LINE-5</p>

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
FDP DEBTS	FDP-DEBT-ID-KEY
Debt ID of all debts associated with the FDP account (up to seven will be displayed).	
FED DEF YRS	FDPSTAT-MATCH-YR
The years in which the defaulter was identified as a Federal defaulter. For example, "88" and "89" means the individual was matched and identified as a Federal defaulter in the years 1988 and 1989. A maximum of 14 years can be displayed.	
STATUS CODES AND DATES OF STATUS	GDCOL107A-COMM0003
One-character field which shows the status (possible of fifteen displayed) of the debt, paired with the date on which that status was applied. The first occurrence is to be entered by the user.	
CURRENT STATUS	FDPSTAT-STATUS
The present status.	
FROZEN BAL	FROZEN-TOTAL
The amount certified to the agency when a Federal defaulter's debt reaches a status of 4 (Offset Requested) and the frozen balance is calculated. It is computed as the total of all principal, interest, fees, etc.	
AMT REMAIN	GDCOL107A-CALC0001
This amount is computed as the difference between the Total Paid and the Frozen Balance.	
TOTAL PAID	GDCOL107A-CALC0002
This is the total amount of payments/offsets for this account during the time at which it was a status of 4 (Offset requested) and 5 (Offset underway).	
LAST PMT DATE	ACCT-LAST-COLL-DATE
The last date on which the individual made a payment on the debt.	
TOTAL PMT AFTER STATUS 1	GDCOL107A-CALC0003
The total amount of payments/offsets since the first Federal defaulter match was made.	
ED BALANCE	GDCOL000A-CALC0001
The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.	

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
PROJ/ACT CA	GDCOL000A-CALC0007
Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.	
CA BALANCE	GDCOL000A-CALC0008
Projected account balance due to the collection agency if the account is at a collection agency.	
ICRP	ICRP-CURRENT-STATUS
Current payment status if item is in ICRP.	

COLLECTIONS

TITLE

Audit Trail Information (L108)

PURPOSE

The Audit Trail Information Screen is used to detail change(s) made to an account.

PROGRAM

GDCOL108

SPECIAL NOTES

None.

 ENGLISH NAME/DEFINITION

 REFERENCE

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code.
The two-letter prefix (ED or AG) identifies the account owner;
the three-digit suffix is the location code (account/status/collector).

COLLECTOR

ACCT-COLL-NUM

Physical location assigned by the collection agency.
It is used only if the account is with a collection agency.

DATE

AUDHST-CHG-DATE

The date the change was implemented.

CHANGED BY

AUDHST-USER-ID

The user ID of the user responsible for implementing the change.

ACTION

AUDHST-TRANS-TYPE

The transaction code.

FIELD CHANGED

AUDHST-FLD-NAME

The name of the field on the record which was changed.

TO

AUDHST-FLD-AFTER

The new value of the field.

FROM

AUDHST-FLD-BEFORE

The original value of the field.

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Debt Level Information (L109)

PURPOSE

The Debt Level Information Screen is used to provide detailed information on each debt of a debtor's account.

PROGRAM

GDCOL109

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

REGION

ACCT-ED-REGION

The region code.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code.
 The two-letter prefix (ED or AG) identifies the account owner;
 the three-digit suffix is the location code (account/status/collector).

COLL NUM

ACCT-COLL-NUM

Physical location assigned by the collection agency.
 It is used only if the account is with a collection agency.

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

DEBT LOC CODE

DEBT-LOC-CODE

Five-character location code of the debt. The first two characters must be
 alphabetic. The last three characters must be numeric.

DEBT NO

DEBT-ID-KEY

The sixteen-character debt ID. The first character must be alphabetic.

TYPE DEBT

DEBT-PRGM-TYPE

The type of loan program.

INT TYPE

DEBT-INT-RATE-TYPE

A one-character field that indicates the debt interest rate type.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
ACCT NAME	ACCT-NAME-FULL
The name (last, first, middle) of the account owner.	
PREV NAME	ACCT-PREV-NAME
The previous name of the account, if one exists.	
GUARANTEE AGENCY	L109-LENDER-NBRO L109-LENINST-NAMEO
Displayed only for GSL debts. The field contains the guaranty agency code and name.	
DEBT AWG FLAG	DEBT-AWG-FLAG
A one-character field which represents the debt ID portion of the Administration Wage Garnishment Program.	
ORIGINATING LENDER	GDCOL109A-COMM0001
The code and name for the originating lender for a GSL or FISL debt. The code and name of the originating school for a NDSL, POVR, or FISL debt.	
DEBT CLOSE REASON	DEBT-CLOS-REASON
The two-character code that designates why the debt was closed.	
DATE DEBT ESTABLISHED	GDCOL109A-COMM0002
The date that the debt was turned over to ED and from which the statute of limitations is calculated.	
ORIGINATING SCHOOL	LENINST-NAME
The code and name of the originating school for a FISL, NDSL, GSL, POVR, and FDSL debt.	
CURRENT PRINCIPAL	DEBT-PRIN
The current principal amount of the debt.	
CURRENT INTEREST	DEBT-INT
The current interest accrued through the current date.	
CLAIMING LENDER AND ADDRESS	L109-CLAIM-LENDER-IDO
Name and address of the originator of the debt. For NDSL loans, the screen displays the field as CLAIMING SCHOOL. For GSL loans, the screen displays the field as CLAIMING AGENCY.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
CURRENT PENALTY	DEBT-PENALTY
The current total of any penalties accumulated in the debt.	
CURRENT ADMIN	DEBT-ADMIN-COSTS
The current amount of any administrative costs that have accumulated in the handling of the debt.	
CURRENT FEES	GDCOL000A-CALC0016
The current amount of any fees that have accumulated with the debt.	
ED BALANCE	GDCOL000A-CALC0017
The total amount owed to ED on the debt, including principal, interest accrued through the current date, and any penalty or administrative fees accumulated.	
PROJ/ACT CA	GDCOL000A-CALC0018
Projected or actual collection agency fee. This fee will be due if the debt is at, or assigned, to a collection agency. Note: On some screens, if the debt is not assigned to a collection agency, this field is not computed.	
COMAKERS	GDCOL109A-COMM0004
This field lists a maximum of three names of any comakers involved with the debt.	
CA BALANCE	GDCOL000A-CALC0019
Projected debt balance due to the collection agency if the debt is at a collection agency.	
REHAB/CON FEE	WS-REHAB-FEE
The fee for Consolidation and Rehabilitation. It is computed from the ED BALANCE.	
REHAB/CON BAL	WS-REHAB-BAL
The sum of ED BALANCE and REHAB/CON FEE.	
RATE	WS-INT
The interest rate at which the debt is currently operating.	
CREDIT BUREAU STATUS	DEBT-CR-BUR-STATUS-CODE
One-character flag indicating whether or not the debt has been reported to a credit bureau.	

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
FIRST REPORTED	CRDACCT-FIRST-REP-DATE
The date the debt was first reported to the credit bureau.	
LAST REPORTED	CRDACCT-LAST-REP-DATE
The date on which the debt was last reported to a credit bureau.	
FDP FLG	ACCT-FDP-FLG
A flag which indicates whether the account is a Federal Defaulter case.	
AWG FLG	ACCT-AWG-FLAG
A one-character field which represents the SSN portion of the Administrative Wage Garnishment Program.	
DOJ FLG	GDCOL109A-COMM0005
A flag indicating whether the account is a DOJ case.	
TOP STAT	IRSOFF-PROC-YR IRS-FLAG
The most current TOP offset year and status. If the offset record is not found for the current year, the previous year will be looked for. This backward search will continue as far back as 1988. If nothing is found, this field will be blanks; otherwise it will contain the year and status in format YY-S.	
ICRP	WS-ICRP-STATUS ICRP-PAYMENT-STATUS
The current ICRP status code of the account. A one-letter code followed by a description of current (if the account is current in payments), delinquent (if the account is delinquent in payments), or N/A (if the account is not on active billing).	
DDP	ACCT-DIRDBT-FLAG
The Direct Debit Program indicator. A one letter code, either "Y" or blank, indicating whether the account is a participant in the Direct Debit Program.	

COLLECTIONS

TITLE

Alpha Name Search Entry (L110)

PURPOSE

The Alpha Name Search Entry Screen is used to search for an account number by alpha information.

PROGRAM

GDCOL110

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

LAST NAME

L110-NAME-LAST

The last name of the individual on which the user wishes to perform a search.

FIRST NAME

L110-NAME-FIRST

The first name of the individual on which the user wishes to perform a search.

MIDDLE NAME

L110-NAME-MIDDLE

The middle name of the individual on which the user wishes to perform a search.

EXACT MATCH

L110-NAME-LAST-EXACTO
L110-NAME-FIRST-
EXACTO
L110-NAME-MIDDLE-
EXACTO
L110-STATE-CODE-
EXACTO

One-character flag indicating whether or not only an exact match will match the user's search criteria.

STATE

L110-STATE-CODE

The state of the individual on which the user wishes to perform a search.

ZIP

L110-ZIP-CODEO

The first two characters of the zip code of the individual on which the user wishes to perform a search.

ENTITY

GDCOL110A-COMM0001

The name of the entity on which the user wishes to perform a search. For example, Small Business.

EXACT

GDCOL110A-COMM0003

One-character flag indicating whether or not only an exact match is requested for the user's search criteria.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION

REFERENCE

PRINT SEARCH RESULTS AS YOU SCROLL?

GDCOL110A-COMM0002

This field controls the printing of the results from the alphabetic search.

COLLECTIONS

TITLE

Alpha Name Search Results (L110)

PURPOSE

The Alpha Name Search Results Screen lists all the name matches that were requested on the Search Entry Screen.

PROGRAM

GDCOL111

SPECIAL NOTES

This program is called by GDCOL110 to display the results.

ENGLISH NAME/DEFINITION

REFERENCE

LAST NAME

ACCT-NAME-LAST

The last name of the individual that matches the search entry.

FIRST NAME

ACCT-NAME-FIRST

The first name of the individual that matches the search entry.

M

ACCT-NAME-MIDDLE

The middle name of the individual that matches the search entry.

ST

ADDR-STATE

The state code of the individual that matches the search entry.

ZIP CODE

ADDR-ZIP-CODE

The zip code of the individual matching the search entry.

ACCT NO

ACCT-NBR-KEY

The account number (social security) of the individual.

Account Selection Field

GDCOL111-COMM0001

Used to transfer to another screen with the selected account number via the appropriate **[PF]** key or TRANID.

LOC

ACCT-OWNER

The location code of the individual account.

RG

ACCT-ED-REGION

The region code of the individual account.

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Archive History Information (L112)

PURPOSE

The Archive History Information Screen provides information about archived accounts and is used to request the restoration of an archived account.

PROGRAM

GSARC100

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

RESTORE REQUESTED

GDCOL112A-COMM0001

Used to request the restoration of the archived account.
Any character.

REGION

AHR-REGION

The region code.

DATE ARCHIVED

AHR-ARCHIVE-DATE

The date the account was archived.

ACCT NO

L112-ACCT-NOO

The ten-character account ID. "S" or "E" followed by nine numbers.

ARCHIVE STATUS

AHR-STATUS-CODE

Two-character code indicating the status of the archived account.

STUDENT NAME

AHR-STUDENT-NAME

Last, first and middle name of the student in the archived account.

ASSOCIATED ACCOUNTS

ASSC-ACCT-KEY

Ten-character account ID of up to six comakers of the primary debts owned by the archived account.

DEBT ID

AHR-DEBT-ID

Sixteen-character debt ID.

CLOSE REASON

AHR-CLOSE-REASON

The reason the debt was closed.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
1ST REP	AHR-1ST-REPORT
The date the debt was first reported to the credit bureau.	
LAST REP	AHR-LST-REPORT
The date on which the debt was last reported to a credit bureau.	
SCHOOL NUMBER	AHR-SCHOOL-NUMBER
The six-character school ID of the debt.	
CLAIMING LENDER	AHR-CLAIMING-LENDER
The six-character claiming lender ID of the debt.	
ORIG OWED	AHR-ORIGINAL-AMT-OWED
The original amount owed on debts belonging to the account.	
TOT OWED	AHR-TOTAL-AMT-OWED
The total amount owed on debts, including principal, interest through the current date, and any other accumulated penalties and fees.	
TOT PD	AHR-TOTAL-AMT-PAID
The total amount paid on debts belonging to the account.	
EFFECT DATE	AHR-EFFECTIVE-DATE
The effective date of the payment.	
PAYMENT	AHR-PAYMENT-AMOUNT
The amount of the payment.	
TRANS TYPE	AHR-TRANS-TYPE
The transaction type. See Appendix B for valid Transaction Types.	
TRANS REAS	AHR-TRANS-REASON
The reason for the input transaction record. See Appendix B for valid Transaction Reasons.	
INST TYPE	AHR-INSTRUMENT-TYPE
The type of instrument in payment verification.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
POSTING DATE	AHR-POSTING-DATE
The date the payment was posted to the data base.	
NUMBER AND TYPE OF DEBTS	GDCOL112A-COMM0004
The number and types of debts owned by the account being archived.	

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Closed School/Non-Default Information Screen (L116)

PURPOSE

The Closed School/Non-Default Information Screen is used to set up a closed school account in billing.

PROGRAM

GDCOL116

SPECIAL NOTES

None.

 ENGLISH NAME/DEFINITION

 REFERENCE

REGION

ACCT-ED-REGION

The region code.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code.
The two-letter prefix (ED or AG) identifies the account owner;
the three-digit suffix is the location code (account/status/collector).

COLL NUM

ACCT-COLL-NUM

Physical location assigned by the collection agency.
It is used only if the account is with a collection agency.
Five digits. May only be altered by Collection Agency supervisors.

ACCT NO

L116-NBR-KEYO

Ten-character account ID: "S" or "E" followed by nine numbers.

ED BALANCE

GDCOL103A-CALC0001

The total amount owed to ED on the account, including principal, interest through the current date, and any other accumulated fees.

PROJ/ACT CA

GDCOL103A-CALC0002

Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.

CA BALANCE

GDCOL103A-CALC0001

The total amount owed to collection agency on the account, including principal, interest through the current date, and any other accumulated fees.

FIRST PAYMENT DUE DATE

NON-DEFL-BILL-PAY-DUE-DATE

The date that the first payment is due. If entered by the user, it must be at least three weeks from the current date. MM/DD/YY

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
PAYMENT AMOUNT The total monthly payment due from the individual, including the schedule monthly amount and any past due amounts. Up to two digits to the right of the decimal. For example: 12,234.67	NON-DEFL-MONTHLY-PAY-AMT
STOP BILLING One-character field indicating whether or not to stop billing for this individual.	GDCOL103A-COMM0001
LAST PAYMENT DATE The date on which the individual made his/her last payment.	NON-DEFL-LAST-COLL-DATE
LAST PAYMENT The total amount of the last payment made by the individual.	NON-DEFL-LAST-COLL-AMT

COLLECTIONS

TITLE

Closed School Tracking Screen (L117)

PURPOSE

The Closed School Discharge Tracking Screen provides access to status and debt information for a Closed School Discharge account.

PROGRAM

GDCOL117

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

REGION

ACCT-ED-REGION

Two digit region ID.

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code.
The two-letter prefix (ED or AG) identifies the account owner;
the three-digit suffix is the location code (account/status/collector).

ACCT NO

L117-NBR-KEYI

The ten-character account ID. "S" or "E" followed by nine numbers.

SID

CSG-PKG-SID

School Identification Number.

FORM TYPE

CSG-PKG-FORM-TYPE

The one-character code for Closed School Discharge type of form sent to the borrower.

SEQ NO

CSG-PKG-SEQ-NO

The two-digit integer to qualify multiple form-types for the same borrower and school.

PACKAGE ACTIVITY

CSG-ACT-CODE

A two-character code indicating the current activity of the application package in the processing cycle. This code is followed by the date the activity code was entered, in MM/DD/YY format.

ACT

L117-ACTIONO

Debt level action code.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
STATUS	L117-STATUSO
Current status of the debt under review in the review cycle.	
DEBT ID	L117-DEBT-IDO
The sixteen-character debt ID. The first character must be alphabetic. Valid values are: G = GSL F = FISL N = NDSL	
The following fifteen characters are numeric and adhere to the following scheme:	
Digits 2 - 5: Fiscal Year	
Digits 6 - 7: Region Code = where the debt was originally input into the system.	
00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco	
Digits 8 - 14: Debt Number (Old Claim Number)	
Digits 15 - 16: Debt Sequence Number (Old Claim Sequence Number)	
LOAN TYPE	GSLPGM-TYPE-OF-LOAN
Identifies the type of loan for the debt.	
DISB AMT	GSLPGM-LOAN-AMT-DISBURSED
The amount disbursed to the borrower by the lending institution.	
DISB DTE	GSLPGM-LAST-DISB-DATE
The date of the last disbursement.	
LENDER ID	GSLPGM-CLAIMING-LENDER
The identification number of the claiming lender for the debt.	
GA CODE	GSLPGM-ORIG-AGENCY
The guaranty agency identification number.	
PROCESS PACKAGE Y/N	COMM-PKG-PROCESS-FLAG
The one-character flag indicating whether to initiate the loan approved/generate refund process, or the loan denied process.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
TOTAL REFUND AMOUNT	WS-REFUND-AMOUNT

The total amount to be refunded to the borrower for all approved for discharge for the specified form type.

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Closed School Review Screen (L118)

PURPOSE

The Closed School Review provides access to account, debt and program-specific information.

PROGRAM

GDCOL118

SPECIAL NOTES

None.

 ENGLISH NAME/DEFINITION

 REFERENCE

REGION

GSLPGM-INP-REGION

The two-character ED geographical region code.

ACCT OWNER

COMM-OWNER

The five-character owner code, equivalent to old location code.
 The two-letter prefix (ED or AG) identifies the account owner;
 the three-digit suffix is the location code (account/status/collector).

DEBT ID

COMM-DEBT-ID

The sixteen-character debt ID.
 The first character must be alphabetic. Valid values are:
 G = GSL
 F = FISL
 N = NDSL

The following fifteen characters are numeric
 and adhere to the following scheme:

Digits 2 - 5: Fiscal Year

Digits 6 - 7: Region Code = where the debt was originally entered into the
 system:

00 = HQ
 04 = Atlanta
 05 = Chicago
 09 = San Francisco

Digits 8 - 14: Debt Number (Old Claim Number)

Digits 15 - 16: Debt Sequence Number (Old Claim Sequence Number)

LOAN TYPE

GSLPGM-TYPE-OF-LOAN

Identifies the type of loan for the debt.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
CURRENT STATUS	L118-STATUSO
Current status of the debt under review in the review cycle.	
ACCT NO	CSG-PKG-ACCT-NBR
The ten-character account ID. "S" or "E" followed by nine numbers.	
SID	CSG-PKG-SID
School Identification Number.	
FORM TYPE	CSG-PKG-FORM-TYPE
The one-character code for Closed School Discharge type of form sent to the borrower.	
SEQ NO	COMM-SEQ-NO
The two-digit integer to qualify multiple form-types for the same borrower and school.	
SCHOOL	SCHOOL-NAME
The name of the closed school.	
CLOSE DATE	CSG-PKG-SCHOOL-CLOSE-DATE
The date that the school closed. From the closed school master file.	
WITHDRAWAL DATE	GSLPGM-WITHDRAWL-DATE
The date of the debtor's withdrawal from the educational institution.	
WITHDRAWAL & 90	DATECON-DISPLAY-DATE
Date of debtor's withdrawal from the educational institution.	
DEBT ASSIGNED	GSLPGM-ORIG-SOL-DATE
Date the account was assigned to ED for default.	
DISB AMOUNT	GSLPGM-LOAN-AMT-DISBURSED
The amount disbursed to the borrower by the lending institution.	
DISB DATE	GSLPGM-LAST-DISB-DATE
The date of the last disbursement.	
AMT PAID TO ED	WS-TOTAL-PAYMENT-AMT
Amount paid by the borrower to the Department. Calculated as the grand total of all the payment amounts for this debt from the PAYDTL (data base). The SLPC field is for the amount entered by the SLPC. The ED field is for the amount entered by ED.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
<p>AMT PAID TO GA</p> <p>The amount collected by the Guaranty Agency from the borrower. The SLPC field is for the amount entered by the SLPC. The ED field is for the amount entered by ED.</p>	WS-TOTAL-PAYMENT-AMT
<p>AMT PAID TO LENDER</p> <p>The amount paid by the borrower to the lender. Calculated as the disbursement amount of the loan minus the amount paid to the claiming lender by the GA. The SLPC field is the amount entered by the SLPC. The ED field is the amount entered by ED.</p>	WS-TOTAL-PAYMENT-AMT
<p>OTHER PAYMENTS</p> <p>A blank field that may be filled with other payments made by the borrower. The SLPC field may be used by the SLPC. The ED field may be filled by ED.</p>	L118-DB-AMT-OTHO
<p>APPROVE/DENY</p> <p>The one-character indicator that denotes whether the loan is approved for discharge, or denied.</p>	T118-SLPC-DECISIONI T118-ED-DECISIONI
<p>DENY REASONS</p> <p>A two-digit reason code indicating the reason a loan is denied discharge.</p>	GDCOL118A-COMM0001
<p>RSN</p> <p>The two-character reason code indicating the reason a payment field was changed (by either the SLPC or ED).</p>	RTN-REASON
<p>TOTAL REFUND</p> <p>The total refund payment to be made to the borrower when the loan is approved. The sum of the payments for that column.</p>	COM-SLPC-TOT-REFUND CSG-DEBT-ED-REFUND-AMT
<p>COMAKER ACCOUNT(S)</p> <p>The amount paid by the comaker to the Department.</p>	CSG-DEBT-DCMS-CMKR1-ACCT-NBR

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Closed School Letter Review Screen (L119)

PURPOSE

The Closed School Letter Review Screen provides access to the letter sent regarding the type of application being denied.

PROGRAM

GDCOL119

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

RE

GDCOL119A-COMM0003

The closed school text that describes the type of application being denied.

SSN

SSN

The ten-character account ID. "S" or "E" followed by nine numbers.

S = Social Security Number

E = Employer Identification Number

DEBT NO

DEBT-NO

The sixteen-character debt ID. The first character must be alphabetic. Valid values are:

G = GSL

F = FISL

N = NDSL

D = FDSL

P = POVR

The following fifteen characters are numeric and adhere to the following scheme:

Digits 2 - 5: Fiscal Year

Digits 6 - 7: Region Code = where the debt was originally input into the system.

00 = HQ

04 = Atlanta

05 = Chicago

09 = San Francisco

Digits 8 - 14: Debt Number (Old Claim Number)

Digits 15 - 16: Debt Sequence Number (Old Loan Sequence Number)

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
LETTER TEXT	GDCOL119A-COMM0001
The body text of the denial letter from the denial letter template and the denial reason(s) template.	
TOTAL LINES	GDCOL119A-COMM0002
The current length, in lines, of the denial letter selected.	

COLLECTIONS

TITLE

Collections On-Line Query (L120)

PURPOSE

The Collections On-Line Query Screen provides access to Collections Information via detailed selection criteria.

PROGRAM

GDCOL120

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

REGION

T120-REGIONI

Two-digit region ID. This field will be pre-filled with the user's region code and is changeable to any region code.

ACCT TYPE

T120-ACCT-TYPEI

This is the debtor's account number type.

DEBT TYPE

T120-DEBT-TYPE

Selection for type of debt to be included on query report.

INCL?

GDCOL120A-COMM0001

Indicator defining whether the field is to be included in report.

SORT#

GDCOL120A-COMM0002

This number indicates the sort order.

A-D

GDCOL120A-COMM0003

Indicates whether information will be sorted in ascending or descending order or blank. Required if a SORT# is entered.

RPT#

GDCOL120A-COMM0004

A value between 1 - 27 that structures the format of the report. If blank, it defaults to free form as appeared.

LOAN TYPE

DEBT-PRGM-TYPE

A one-character loan type to be included on the query report. A correct debt type must be selected with a loan type.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
ACCT OWNER	ACCT-OWNER
The five-character owner code to be included on the query report. There is a high and low owner field to allow for selection of a range of owners. If specified the high owner must be greater than the low owner.	
ACCT OWNER LOW - Must be less than or equal to ACCT OWNER HIGH.	T120-ACCT-OWNER-LOWI
ACCT OWNER HIGH - Must be greater than or equal to ACCT OWNER LOW.	T120-ACCT-OWNER-HII
COLLECTOR NUMBER	ACCT-COLL-NUM
The five-digit collector number to be included on the query report. It must be a valid numeric collector number. There is a high and low collector number field to allow for selection of a range of collector numbers. If specified, the high collector number must be greater than the low collector number.	
COLLECTOR NUMBER LOW - Must be less than or equal to COLLECTOR NUMBER HIGH.	T120-COLLECT-NO-LOWI
COLLECTOR NUMBER HIGH - Must be greater than or equal to COLLECTOR NUMBER LOW.	T120-COLLECT-NO-HII
ACCT PRIOR OWNER	ACCT-PRIOR-1
The three-digit account prior owner number to be included on the query report. It must be a valid numeric prior owner. There is a high and low account prior owner field to allow for selection of a range of account prior owner numbers. If specified, the high account prior owner must be greater than the low account prior owner.	
ACCT PRIOR OWNER LOW - Must be less than or equal to ACCT PRIOR OWNER HIGH.	T120-PRIOR-OWNER-LOW
ACCT PRIOR OWNER HIGH - Must be greater than or equal to ACCT PRIOR OWNER LOW.	T120-PRIOR-OWNER-HI
DEBT LOC CODE	LOC-CODE
Five character location code of the debt. The first two characters must be alphabetic. The last three characters must be numeric.	
DEBT LOC CODE LOW - Must be less than or equal to DEBT LOC CODE HIGH.	T120-DEBT-LOC-LOW
DEBT LOC CODE HIGH - Must be greater than equal to DEBT LOC CODE LOW.	T120-DEBT-LOC-HI

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
DEBT LOC DATE	DEBT-LOC-DATE
The six-digit debt location date to be included on the query report. It must be a valid numeric date and must not exceed the current date. There is a high and low debt location date field to allow for selection of a range of debt location dates. If specified, the high debt location date must be greater than the low debt location date.	
DEBT LOC DATE LOW - Must be less than or equal to DEBT LOC DATE HIGH.	T120-DEBT-LOC-DT-LOW
DEBT LOC DATE HIGH - Must be greater than or equal to DEBT LOC DATE LOW.	T120-DEBT-LOC-DT-HI
ACCT BALANCE	ACCT-BAL
Current balance of the debtor's account.	
ACCT BALANCE LOW - Must be less than or equal to ACCT BALANCE HIGH	T120-ACCT-BAL-LOW
ACCT BALANCE HIGH - Must be greater than or equal to ACCT BALANCE LOW.	T120-ACCT-BAL-HI
DEBT BALANCE	DEBT-TOTAL
A numeric value that must be entered in whole dollars.	
DEBT LOC CODE LOW - Must be less than or equal to DEBT LOC CODE HIGH.	T120-DEBT-BAL-LOW
DEBT LOC CODE HIGH - Must be greater than or equal to DEBT LOC CODE LOW.	T120-DEBT-BAL-HI
AGE OF DEBT	AGE-OF-ACCOUNT
Debt Age - How long debt has been with ED.	
AGE OF DEBT LOW - Must be less than or equal to AGE OF DEBT HIGH.	T120-AGE-DEBT-LOW
AGE OF DEBT HIGH - Must be greater than or equal to AGE OF DEBT LOW.	T120-AGE-DEBT-HI
DELINQUENT DAYS	GDCOL120A-COMM0005
Number of days after the payment due date.	
DELINQUENT DAYS LOW - Numeric value which must be less than DELINQUENT DAYS HIGH.	T120-DEL-DAY-LOW
DELINQUENT DAYS HIGH - Numeric value which must be greater than or equal to DELINQUENT DAYS LOW.	T120-DEL-DAY-HI

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
ZIP CODE	ADDR-ZIP-CODE
The zip code to include on the query report. The high and low allow for a range of zip codes. If entered the high zip code must be greater than the low zip code.	
ZIP LOW - Must be less than or equal to ZIP HIGH.	T120-ZIP-LOW
ZIP HIGH - Must be greater than or equal to ZIP LOW.	T120-ZIP-HI
NEVER PAID	T120-NEVER-PAID
Any collector account not on billing with no payments ever made.	
LENDER NUMBER	T120-LENDER-NUM
Used to specify the lender number to be included on the query report.	
SCHOOL NUMBER	T120-SCHOOL-NUM
The six-character school ID of the debt.	
GA NUMBER	GDCOL120A-COMM0007
Valid guaranty agency number.	
ASSIGN/CLOSE	T120-ASSIGN-CLOSE
The one byte reason for an account being transferred to ED.	
DETAIL/SUMMARY	T120-REPORT-OPTION
A one-character report option specifying whether a detail or summary report is desired.	
ACCT NAME	ACCT-NAME
The "Y" in the field is to remind OLQ user that the ACCOUNT NAME is always included on the report.	
REQTOR	T120-REQUESTOR
Defaults to user ID of requestor and may be changed. Eight characters maximum.	
DEST	T120-DEST
The primary ship to destination.	
SSN	GDCOL120A-COMM0006
The "Y" in the field is to remind OLQ user that the SSN is always included on the report.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
REPORT TITLE	T120-REPORT-TITLE
The name of the report title.	
TOP STAT	T120-IRSY-1THRU5 T120-IRS-STAT-1THRU5
The most current TOP offset year and status. If the offset record is not found for the current year, the previous year will be looked for. This backward search will continue as far back as 1988. If nothing is found, this field will be blanks; otherwise it will contain the year and status in format YY-S.	
FDP STAT	T120-FDP-YY-1THRU5 T120-FDP-STAT-1THRU5
A flag indicating whether the account is a Federal Defaulter case.	
ICRP STATUS	T120-ICRP-STAT
The three-character ICRP status to be included on the query report. It must be a valid value stored on the data base for an ICRP record. The DEBT TYPE "G" is required with this field.	
SERVICER ID	T120-SERVICER-ID
The five-digit servicer ID to be included on the query report. It must be a valid numeric servicer ID. The DEBT TYPE "D" is required with this field.	
ACADEMIC YEAR	T120-ACADEMIC-YR
The five-character academic year to be included on the query report. It must be in the format of YY-YY (from and to years). The from and to years must be consecutive. The DEBT TYPE "P" is required with this field.	
CLOSE/REASON	T120-CLOSE-REASON
The two-character code that designates why the debt was closed.	
COMAKER/PRIMARY	GDCOL120A-COMM0008
An indicator specifying whether comaker (C), primary (P), or both accounts (blank) are desired.	
DAY PHONE	T120-PHONE-DAY
The "Y" in the field is to remind OLQ user that the DAY PHONE is always included on the report.	
NIGHT PHONE	T120-PHONE-NIGHT
The "Y" in the field is to remind OLQ user that the NIGHT PHONE is always included on the report.	

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Rehabilitation and Consolidation Screen (L130)

PURPOSE

To view, modify or store information as to a debtor's eligibility, status and debts involved in processing a loan rehabilitation or consolidation.

PROGRAM

GDCOL130

SPECIAL NOTES

None.

 ENGLISH NAME/DEFINITION

 REFERENCE

TRANID

T130-COMMAND

Transaction ID. The identifier of the screen.

ACCT NO

T130-ACCT-NUM

The ten-character account ID. "S" or "E" followed by nine numbers.

PAYOFF DATE

T130-PAYOFF-DATE

The chosen payoff date for loan rehabilitation or consolidation. Format is MM/DD/YY. The date may be any date from the current date to 90 days in the future. The default is 30 days in the future.

ACTION

T130-ACTION

The action code allows the user to specify an account and some or all of its debts for rehabilitation or consolidation. Users may also change existing payoff date or debts selected.

NAME

ACCT-NAME-LAST
ACCT-NAME-FIRST
ACCT-NAME-MIDDLE

The last, first, and middle name of the debtor.

PAYMENTS

T130-NUM-OF-PMTS

The number of consecutive regular, voluntary monthly payments made by the debtor.

STATUS

T130-ACCT-STAT

Rehabilitation/consolidation status of an account as stored by the monthly program or user activity on this screen.

LETTER STATUS

GDCOL130A-COMM0002

Rehabilitation/consolidation letter status.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
PRINCIPAL	T130-ACCT-PRIN
Total principal balance as of the payoff date for all debts selected.	
INTEREST	T130-ACCT-INT
Total interest balance as of the payoff date for all debts selected.	
FEES	T130-ACCT-FEES
Total fee balance as of the payoff date for all debts selected. The figure also includes administrative costs and penalties.	
COLL COSTS	GDCOL130A-CALC0001
Total collection cost balance as of the payoff date for all debts selected.	
TOTAL	T130-ACCT-TOT
Total of all balances as of the payoff date for all debts selected.	
DEBT SELECTION	T130-DEBT-I-ACTION
Marks debts selected for rehabilitation or consolidation. This field is necessary for correct processing of rehabilitation and consolidation payments.	
DEBT-ID	DEBT-ID-KEY
The sixteen-character debt ID; one letter followed by fifteen numbers. The first character must be alphabetic.	
TYPE	T130-DEBT-I-TYPE-HDR
The type of the loan (Stafford, PLUS, or SLS).	
SUB	GDCOL130A-COMM0003
Subsidized loan indicator.	
JUDGE	GDCOL130A-COMM0004
Loan judgment indicator.	
SID	T130-DEBT-I-SID
School Identification Number.	
PRINCIPAL	GDCOL130A-CALC0002
Principal balance as of the payoff date for the debt.	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
INTEREST	GDCOL130A-CALC0003
Interest balance as of the payoff date for the debt.	
FEES	GDCOL130A-CALC0004
Fee balance as of the payoff date for the debt.	
The figure includes any administrative costs and penalties.	
COLL COSTS	GDCOL130A-CALC0005
Collection cost balance as of the payoff date for the debts.	
TOTAL	GDCOL130A-CALC0006
Total of all balances as of the payoff date for the debt.	
G/D DATE	WS-TAB-G-D-DATE
Guaranty/Disbursement date. The date the loan was first disbursed.	
INT RATE	WS-TAB-DEBT-INT-RATE
Current interest rate of the loan.	
INT PER DAY	GDCOL130A-CALC0007
Amount of interest accrued per day on the loan.	
W/D DATE	WS-TAB-DEBT-WD-DATE
Date student withdrew from school.	
DEFAULTED?	GDCOL130A-COMM0005
Indicator of defaulted NDSL loan (close reason equals A or D).	

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

Authorization Form Tracking Screen (L150)

PURPOSE

The Authorization Form Tracking Screen is used to request an additional Authorization From (X23), or to stop all future ICRP correspondence to the account.

PROGRAM

GDCOL150

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

REGION

ACCT-ED-REGION

The region code. Valid values are:

00 = HQ

04 = Atlanta

05 = Chicago

09 = San Francisco

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code.

This code consists of a two-letter prefix (ED or AG) which identifies the account owner and a three-digit suffix (account/status/collector) which identifies the location code.

COLL NBR

ACCT-COLL-NUM

Physical location assigned by the collection agency.

It is used only if the account is with a collection agency.

ACCT NO

ACCT-NBR-KEY

The ten-character account ID. "S" or "E" followed by nine numbers.

"S" = Social Security Number

"E" = Employer Identification Number

NAME

ACCT-NAME-FULL

The name (last, first, middle) of the account.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
DEBT ID ASSIGNED TO FORM	ICRP-AF-IMAGED-DEBT-ID
<p>The sixteen-character debt ID assigned to the form. The first character must be alphabetic.</p> <p>G = GSL F = FISL N = NDSL</p> <p>The following fifteen characters are numeric and adhere to the following scheme:</p> <p>Digits 2 - 5: Fiscal Year Digits 6 - 7: Region Code = where the debt was originally input into the system</p> <p>00 = HQ 04 = Atlanta 05 = Chicago 09 = San Francisco</p> <p>Digits 8 - 14: Debt Number (Old Claim Number) Digits 15 - 16: Debt Sequence Number (Old Claim Sequence Number)</p>	
ICRP STATUS	ICRP-STATUS-CODE
<p>The current ICRP status code of account. A one-letter code followed by a description of current (if the account is current in payments), delinquent (if the account is delinquent in payments), or N/A (if the account is not on active billing).</p>	
AUTH PENDING	ICRP-AF-PENDING-DATE
<p>Date the Authorization Form was sent for IRS approval.</p>	
AUTH ACCEPTED	ICRP-AF-ACCEPT-DATE
<p>Date the Authorization Form was accepted into the ICRP.</p>	
BY USER	ICRP-AF-ACCEPT-USER-ID
<p>The user who approved the form.</p>	
AUTH REJECTED	ICRP-AF-REJECT-DATE
<p>Date the form was rejected.</p>	
BY USER	ICRP-AF-REJECT-USER-ID
<p>The user who authorized the form's rejection.</p>	

COLLECTIONS

ENGLISH NAME/DEFINITION	REFERENCE
AUTH REVOKED	ICRP-AF-REVOKE-DATE
Date the authorization for AGI was revoked by the account owner.	
BY USER	ICRP-AF-REVOKE-USER-ID
The user who authorized the revoke request.	
AGI REQUESTED	ICRP-AGI-REQUEST-DATE
Date the AGI request was sent to the IRS.	
RENEWAL FORM REQUESTED	ICRP-RENEWAL-SEND-DATE
Date the renewal AGI request form was sent.	
AUTH EXPIRATION YR	ICRP-AF-EXPIRE-YEAR
Year the current AGI authorization expires.	
NEW DEBT (A15) SENT	LTRHST-DATE-SENT
Date the A15 letter was sent.	
UNPROCESSABLE (X23) SENT	LTRHST-DATE-SENT
Date the Unprocessable Form (X23) was sent.	
INITIAL (X20) SENT	LTRHST-DATE-SENT
Date the initial Authorization Form Request (X20) was sent.	
NO RESPONSE (N20) SENT	LTRHST-DATE-SENT
Date the No Response Letter (N20) was sent.	
FOLLOW UP (X21) SENT	LTRHST-DATE-SENT
Date the Follow-Up Letter (X21) was sent.	
REQUEST FOR (X23) FORM	L150-X23-REQUESTI
Enter a "Y" here if another form is requested.	
STOP CORRESPONDENCE	L150-STOP CORRESPONDI
Enter a "Y" here to stop all ICRP correspondence.	

APPENDIX I: IDD RECORD REPORT

COLLECTIONS

TITLE

ICRP Repayment Change Screen (L151)

PURPOSE

Allows the user to display the ICRP account information and change the borrower's income and family size.

PROGRAM

GDCOL151

SPECIAL NOTES

None.

ENGLISH NAME/DEFINITION

REFERENCE

ACCT NO

L151-ACCT-NBRI

The ten-character account ID. "S" or "E" followed by nine numbers.

NAME

ACCT-NAME-FULL

The name (first, middle, last) of the account.

ICRP STATUS

ICRP-STATUS-CODE

The current ICRP status code of the account. A one-letter code followed by a description of current (if the account is current in payments), delinquent (if the account is delinquent in payments), or N/A (if the account is not on active billing).

AGI

ICRP-AGI

Adjusted gross income supplied by the IRS.

AGI FILE STATUS

ICRP-AGI-FILING-STATUS

Filing status supplied from IRS with the AGI information.

BORROWER'S INCOME

ICRP-BORROWER-INCOME

Reported income of the borrower. This field can be updated.

FAMILY SIZE

ICRP-FAMILY-SIZE

Size of the family. This field can be updated on request.

FAMILY SIZE UPDATED

ICRP-FAMILY-SIZE-UPD-
DATE

Date the family size was changed.

BY

ICRP-FAMILY-SIZE-UPD-
USER-ID

User that updated the family size.

APPENDIX I: IDD RECORD REPORT

ENGLISH NAME/DEFINITION	REFERENCE
DATE FIRST ENTERED ICRP Date the Initial Package (X20) was sent.	ICRP-AF-INITIAL-SEND-DATE
AGI RECEIVED The date the IRS AGI information was updated.	ICRP-AGI-RECEIVED-DATE
TAX YEAR Tax year of the AGI information.	ICRP-AGI-TAX-YEAR
REPAY START DATE Date the account is put on billing.	ICRP-REPAY-PERIOD-START-DATE
NUM ICRP DEBTS Number of debts that are attached to the ICRP account.	WS-ICRP-NBR-DEBTS
OPENING BALANCE The balance of the account when it is placed the ICRP. The balance includes principal, fees, and interest to date.	ICRP-OPENING-BALANCE
ED BALANCE The amount owed to ED on the account, including interest through the current date, and any other accumulated fees.	WS-TOT-DEBT-AMT
PROJ/ACT CA Projected or actual collection agency fees. These fees will be due if the account is at, or assigned to, a collection agency. Note: On some screens, if the account is not assigned to a collection agency, this field is not computed.	WS-PROJ-ACT-CA
CA BALANCE Projected account balance due to the collection agency if the account is at a collection agency.	WS-CA-BALANCE
CURRENT PAYMENT The current payment amount due each billing period.	ACCT-REGULAR-PAY-AMT
FORMULA PAYMENT AMOUNT Amount of the payment based on the formula method of determining payments due.	ICRP-FORMULA-REPAYMENT

COLLECTIONS

ENGLISH NAME/DEFINITION

REFERENCE

REGION

ACCT-ED-REGION

The region code.

Valid values are:

00 = HQ

04 = Atlanta

05 = Chicago

09 = San Francisco

ACCT OWNER

ACCT-OWNER

The five-character owner code, equivalent to old location code.

This code consists of a two-letter prefix (ED or AG) which identifies the account owner and a three-digit suffix (account/status/collector) which identifies the location code.

COLL NBR

ACCT-COLL-NUM

Physical location assigned by the collection agency.

It is used only if the account is with a collection agency.

APPENDIX I: IDD RECORD REPORT
